

Maysaa Kurdi

I am a highly skilled and experienced Monitoring, Evaluation, Accountability, and Learning (MEAL) expert and training consultant with a strong academic background, with over 12 years of extensive experience in MEAL across various program areas and a proficiency in data collection, analysis, and reporting, my achievements include designing MEAL plans, conducting evaluations, donor relation, strong experience in writing proposals and reports, with more than 9 years' experience as a focal point for feedback and complaint mechanisms, demonstrating my commitment to enhance program quality and accountability. With experience in various sectors including education, livelihood, development, agriculture Relief, child protection, health, women empowerment, protection, basic needs, shelter, advocacy, awareness WASH and food security.

CONTACT

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Mechref- Lebanon

Birth 1992

EDUCATION

Master's Degree: Master in Business Administration Heriot-Watt University – UK

Bachelor's Degree

BA in Management

Southern New Hampshire University – America

Diploma Degree

Diploma in Marketing and Sales Management

SKILLS & QUALITIES

*Monitoring and Evaluation system development

*Strong experience in data collection on Kobo, SPSS

*Data collection, cleaning, analysis and visualisation.

* Proficient in Microsoft Office (Excel, Word, PowerPoint), Adobe, and digital database management tools.

*Experience in providing guidance and advice to non-MEAL staff on MEAL especially data collection, cleaning, analysis, and reporting.

* Strong experience in evaluation methods quantitative and qualitative methods, questionnaire, surveys, KII, FGDs.

*Experience in designing and managing beneficiary monitoring and database systems and impact assessment

*Excellent written and verbal skills in English and Arabic

*Strong understanding of programme cycle management

*Random and non-random sampling design

*Proficiency in MS office, Word, excel, PowerPoint and outlook

WORK EXPERIENCE

Trainer/ Fundraising consultant - freelancer : January 2018 till date

Main topics of Training conducted for local NGOs

- Conducted training on Proposal Writing, Report Writing, and Fundraising & Donor Mapping.
- Conducted training on Monitoring, Evaluation, Accountability, and Learning (MEAL).
- Conducted training on Project Cycle Management and Child Protection.
- Conducted training on Excel, Word, and PowerPoint, focusing on enhancing participants' technical skills.
- Provided strategic fundraising opportunities and secured funding for local NGOs, helping them strengthen their initiatives and expand their community impact.
- Developed key NGO policies, including the Anti-Bribery Policy, MEAL Manual, MEAL policy, Code of Conduct Policy, and Child Protection Policy.
- I have extensive and strong experience in writing concept notes, proposals, I have identified potential fundraising grant opportunities for NGOs I have managed donor databases, tracking new calls for proposals and ensuring compliance with donor requirements.**

Monitoring, Evaluation, Accountability and learning officer

Basmeah and Zeitooneh Relief and Development | 2019- 2022

- Develop systemic and realistic monitoring plans that utilize quantitative and qualitative data to report on project performance indicators.
- Conduct regular field visits and spot checks
- Review project log frame matrix, mainly in the areas of performance indicators and their measurement.
- Support output, process and outcome monitoring data, including activity implementation monitoring including distribution monitoring, post-distribution monitoring, monitoring, surveys using questionnaires.
- Conduct survey data collection using Kobo, employing a combination of telephone interviews and on-site field visits.
- Demonstrate effective communication skills and ensure the accurate and professional recording of survey responses.
- Design of programme Theory of Change, develop Logical Frameworks and quality indicators
- Oversee regular data quality checks at different stages of the monitoring cycle, ensuring that monitoring data and reports are timely, complete and of high quality.
- Develop indicator tracking table and make sure to update it
- Develop plans for the monitoring of project activities and progress toward achieving the project's targets, goals, and objectives.
- Develop of M and E training material for staff
- Design MEAL plans and tools for managing projects including logical frameworks, result framework and logic models.
- Design tools for beneficiaries monitoring and reporting for instance beneficiaries project data base and beneficiaries' tracker.
- Establish documentation system for MEAL project data
- Design monitoring tools such as survey questionnaires, pre- post monitoring tools, PDM, KII, KAP, beneficiary satisfaction surveys and others.
- Arrange regular meetings between programme and M&E in order to review monitoring and evaluation findings and discuss recommendations.
- Develop overall framework for project M and E for instance mid-term project review, impact assessment, final evaluation, project performance monitoring plan.
- Develop appropriate monitoring and impact indicators to measure the efficiency of programs implemented within the organization.
- Collect, enter, clean, and analyze M&E data.
- Ensure impact of intervention is measurable, to enhance accountability to beneficiaries and make sure gender equity met
- Cooperate with the Project Management unit in reviewing and preparing monthly, quarterly, and final narrative reports

*Strong training, mentoring and capacity strengthening skills

*Excellent analytical skills, computer skills and excellent research skills.

*Accuracy and attention to details, teamwork

*Experience in planning and managing surveys.

*Experience in developing and refining data collection tools.

*Knowledge of evaluation methodologies (qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.

*Experience in coordination, facilitation, and follow-up.

*Excellent data presentation and report writing skills.

* Excellent communications, facilitation and organizational skills.

Certificates:

*Advanced MEAL training certificate

*Project cycle Management training certificate

*Child protection training certificate

*Accountability training certificate

*Performance Management certificate

*HR training Certificate

*Logistic training certificate

- Train staff in using Monitoring and Evaluation tools to ensure that all tools and processes are understood.
- Develops a process and tools for data collection, analysis, and reporting for project staff. Conduct evaluation for projects
- Collect data through the creation of surveys, as well as organizing focus groups, interviews, and field visits with beneficiaries or target communities, that respond to indicators and M&E plans.
- Create monthly, quarterly, and final reports on findings and lessons learned through data collection and analysis.
- Track and monitor project implementation and compliance based on the work plans and proposals.
- Participate in relevant in-country MEAL coordination meetings for sharing of knowledge and experiences
- Accountability: focal point of feedback and complaint handling mechanisms
- Track and manage complaints: complaint database tracking sheets and ensure that all complaints are tracked and closed timely.

Monitoring, Evaluation, Accountability and learning officer

Islamic Relief Worldwide-Lebanon office / 2015– 2017

- Train staff in using Monitoring and Evaluation tools to ensure that all tools and processes are understood.
- Developed and implemented various organizational policies, including Compliance Policies, MEAL Policies, and Child Protection Policies, ensuring adherence to best practices and regulatory requirements."
- Writing proposals, concept notes, narrative reports
- Create monthly, quarterly, and final reports on findings and lessons learned through data collection and analysis.
- Design tools for beneficiaries monitoring and reporting for instance beneficiaries project data base and beneficiaries' tracker.
- Develop of M and E training material for staff
- Design monitoring tools such as survey questionnaires, pre- post monitoring tools, PDM, KII, KAP, beneficiary satisfaction surveys and others.
- Collect data through the creation of surveys, as well as organizing focus groups, interviews, and field visits with beneficiaries or target communities, that respond to indicators and M&E plans.
- Produce reports on M and E findings, prepare presentations on M and E data
- Design MEAL plans and tools for managing projects including logical frameworks, result framework and logic models
- Collect MEAL data according to the specified means of verification in timely manner
- Develop MEAL manual , training for staff on MEAL
- Cooperate with the Project Management unit in reviewing and preparing monthly, quarterly, and final narrative reports
- Routinely perform quality control checks of monitoring and evaluation work, overseeing that planned monitoring and evaluation activities are taking place effectively and efficiently
- Feedback and Complaint mechanism focal point
- Archive focal point
- Work with project staff during beneficiary targeting, selection, verification and registration.
- Monitor project activities, output, outcome indicators and provide data against targets and provide timely feedback to managers/officers through written reports on a weekly, monthly and quarterly basis
- Contribute to the capacity building of the organization by designing and establish a monitoring and evaluation system and strategy.
- Conduct internal and external evaluation for projects
- Make sure Activity info reporting done on time
- Track and manage complaints: complaint database tracking sheets and ensure that all complaints are tracked and closed timely.

Acting program manager 2015-2016

- Management of team members (more than 10 staff) who are working under the food sector, health sector, education sector, protection sector and child protection sector
- Conduct training about writing proposals and reports for Islamic Relief staff
- Writing and preparing proposals for all sectors at Islamic Relief and submitting to the donors, sectors are (food and basic assistance sectors, children and youth sectors, orphans sector, health sector, shelter sector, child protection sector, education sector, seasonal projects (Ramadan, Qurbani, winterization projects), GBV sector.
- Writing narrative reports (interim reports, final narrative reports)
- Preparing budget of projects proposals of all sectors food and basic assistance sectors, children and youth sectors, orphans sector, health sector, shelter sector, child protection sector, education sector, seasonal projects (Ramadan, Qurbani, winterization projects) and GBV sector.
- Make sure that all staff reported activities on Activity info on monthly basis
- Follow up meetings with staff to make sure all projects activities are conducted on time and make sure all activities are running smoothly
- Prepare and write monthly humanitarian reports include all the activities implemented on all ongoing projects on monthly basis of all sectors (child protection, food, non-food, education, health, WASH, Shelter, Qurbani project, Ramadan Project, Winterization projects etc) and submitting it to regional desk coordinator at Islamic Relief

- Prepare and writing annual narrative report of all projects including all sectors.
- Participate in coordination meetings, basic assistance meetings, and interagency meeting. etc.for all sectors with international NGOS and local NGOs (UNRWA, LHIF, WFP, child protection working groups, UNHCR, UNICIF)
- Participate in annual project reviews and planning workshops and preparing relevant report and mainly the annual report of IR
- Assist country Manger in preparing country strategy document (Lebanon strategic plan, county profile of Lebanon office, presentation PowerPoint of country strategy of Lebanon office

Monitoring and Reporting officer

Islamic Relief Worldwide-Lebanon office | 2014

- Collect data through the creation of surveys, as well as organizing focus groups, interviews, and field visits with beneficiaries or target communities, that respond to indicators and monitoring plan
- Writing proposals, concept notes, narrative reports
- Contribute to the monitoring of project activities, evaluating overall implementation concerning project objectives, outputs, and indicators.
- Provide effective troubleshooting, suggest corrective measures, and arrange technical assistance for implementing partners based on monitoring results.
- Ensure timely reporting arrangements are in place and implemented to meet reporting requirements promptly.
- Create high-quality data presentations and statistical spreadsheets for internal and external consumption,
- Monitor outputs, budget expenditure to ensure all activates are conducted by right staff and on time and budget is being spent in the right place
- Create monthly, quarterly, and final reports on findings and lessons learned through data collection and analysis
- Prepare monthly humanitarian reports include all the activities implemented on all ongoing projects on monthly basis.
- Prepare annual narrative report
- Activity info Reporting
- Write proposals and concept note for different sectors (Food, health, education, child protection, basic assistance.

Project officer

Islamic Relief Worldwide-Lebanon office | 2012 – 2013

- Execute project activities in accordance with the established project plan.
- Coordinate with project teams, partners, and stakeholders to ensure smooth project execution.
- Writing proposals, concept notes, narrative reports
- Monitor progress, track deliverables, and promptly address any project-related issues.
- Prepare and maintain comprehensive project documentation, including reports, progress summaries, and meeting minutes.
- Ensure accurate and up-to-date records of all project activities.
- Facilitate communication among project team members and external partners.
- Respond to inquiries and requests related to the project in a timely manner.
- Collect, input, and manage project-related data securely.
- Assist in data analysis and reporting to measure project impact.
- Ensure data confidentiality and security.
- Help maintain project quality standards and adhere to best practices.
- Identify areas for improvement and proactively propose solutions to enhance project effectiveness.
- Participate in coordination meetings with Islamic Relief’s partners and International Organizations such as ECHO, UNRWA, UNICEF, UNHCR, WFP, ESCWA. etc
- Write proposals and concept notes and relevant reports