



CURRICULUM VITAE (CV) FOR JOSEPHINE

APAJO

National Information Technology Uganda

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PERSONAL DATA

Name: Apajo Josephine
Gender: Female
Date of Birth: 16th/12/1984
Marital Status: Married.
Nationality: Ugandan
Valid driving Permit: Yes
Current Position: **Monitoring and Evaluation Specialist**

WHO IS APAJO

I am a female Ugandan aged 34 years, a graduate with 10 years' experience monitoring and evaluation, strategic planning, planning and budgeting, project management, proposal writing, preparation of annual and quarterly work plans and reports, designing logical frameworks and monitoring tools, data collection, analysis and dissemination (including quantitative, qualitative and participatory); conducted capacity building and training in M&E. I am a national gender and equity trainer and National Assessor with the Equal opportunity commission.

Currently working as, a Monitoring and Evaluation Consultant with a World Bank funded project under the **Regional Communication Infrastructure Project (RCIP)**. Worked with Ministry of Ministry of Education and Sports (MoES) as in the post of a Statistician, Uganda Bureau of Statistics (UBOS) posted to the Planning department of Ministry of Lands, Housing and Urban Development (MLHUD) and Monitoring and Evaluation Officer of the Ministry of Water and Environment (MWE) under the Water and Sanitation Development Central and North) and Senior Monitoring and Evaluation Officer with the Ministry of Finance Planning and Economic Development.

KEY STRENGTH AND SKILLS

I am a hardworking, passionate, good listener, innovative, committed, team player, /mobilization skills, with strong time management skills, Leadership skills, interpersonal skills, ability to influence, guide and direct others, and good problem-solving skills, and ability to think creatively. I do have proficiency in SPSS, STATA, EPI-DATA, EPI-INFO, Ms Excel, Ms Word processing, and Ms. Power point presentation and able to work with minimal supervision.

EDUCATION BACKGROUND

Year	Institution	Qualification
2015-2017	Makerere University (MAK)	Master's in Public Infrastructure Management (CGP4.4)
2014-2016	Uganda Technology and Management University (UTAMU)	Masters in PM&E (CGP 4.62)

2011-2012	Uganda Institute	Management	PGD.M&E (<i>First Class</i>)(4.60)
2004 -2007	Makerere (MAK)	University	Bachelors of Statistics (<i>2nd Class Upper, (CGP 4.16).</i>
2002-2003	Namagabi District	S.S, Kayunga	Uganda Advanced Certificate of Education (U.A.C.E)
1998-2001	Namagabi District	S.S, Kayunga	Uganda Certificate of Education (U.C.E)

SPECIALIZED TRAININGS

09 – 21st July 2012 Certificate of Competence in Data Analysis for Development Planners held on by United Nations African Institute of Economic Development and Planning, Dakar Senegal (UNIDEP)
 Sep 2009 Certificate of Attendance on Panel Data analysis using STATA EPRC (Muk)

WORK EXPERIENCE

National Information Technology Uganda

JAN 2018: Monitoring and Evaluation Specialist –Resident Consultant Regional Communications Infrastructure Project

- Provided technical support in the development, dissemination to the components and operationalization of the Monitoring and Evaluation framework in line with the approved format.
- Carried out quarterly monitoring of progress on implementation of component work plans and prepare Quarterly, Semi-Annual and Annual Progress Reports to the Head Monitoring and Evaluation.
- Tracked and updated the Monitoring Plans, review and set targets, and report on indicators to the program heads and donors in a timely manner;
- Designed Performance Monitoring Plans and ensure timely collection of accurate data and reporting to program managers, stakeholders and donors.
- Maintained and keep up to date the project monitoring and evaluation database.
- Designed, conducted, analysed and reported high quality formative research to support program design, materials development, and re-planning.
- Provided technical assistance in data collection, analysis, and report writing, prepare work plans and budgets for monitoring and evaluation
- Prepare proposals for WASH, Livelihoods, community development and Protection projects.
- Designed and provided training in monitoring, evaluation and data interpretation and utilization.
- Managing the M & E systems for the organization’s programs to ensure greater learning, more responsive programming and greater accountability.
- Prepared and implementing annual, quarterly and monthly monitoring and evaluation plans for the programmes.
- Generated reports and analyses that enable program management to make informed decisions.

- Prepared for World Bank Mission reviews for the project.
- Guided the M&E team in preparing for baseline surveys, rapid assessments, weekly progress updates, 4W matrix updates and Project evaluation reports.
- Ensured that the quality and quantity of the program activities being delivered are in accordance with the obligations prescribed.
- Developing and maintain proper filing system in both hard and soft form
- Ensure that accountability and complaint mechanism are established through beneficiary hotlines and functional across all the programs.
- Coordinate and facilitate internal and external communication system.
- Ensure that all the relevant programmes are implemented in line with the donor requirement and are responsive to the set standards.
- Conduct budget monitoring in conjunction with project monitoring

Ministry of Finance Planning and Economic Development

**JAN 2017: Senior Monitoring and Evaluation Officer/FINMAP III
Ministry of Finance Planning and Economic Development**

Water And Sanitation Development Facility North (WSDF-N)/ Ministry of Water and Environment

- Assisted in the development, dissemination to the components and operationalization of the Monitoring and Evaluation framework in line with the approved format.
- Carried out quarterly monitoring of progress on implementation of component work plans and prepare Quarterly, Semi-Annual and Annual Progress Reports to the Head Monitoring and Evaluation.
- Provided technical support to PFM systems implementing components in the development of programme output and outcome indicators and setting realistic targets.
- Participated in periodic review of the programme performance indicators to ensure that they meet all indicator quality requirements.
- Analysed the data collected through the quarterly and annual progress reports to track progress on attainment of programme performance indicators and adherence to the approved work plans.
- Provided technical support to the design and management of a management information system including the analysis of results data collected during implementation.
- Provided necessary support in carrying out regular programme reviews

**January 2014 to 2016: Monitoring and Evaluation Officer. WSDF- N
Ministry of Water and Environment**

Water And Sanitation Development Facility North (WSDF-N)/ Ministry of Water and Environment

- Participated in the preparation of strategic plans and work plans for the water and sanitation sector
- Spearheaded preparation of project documents and proposal for the Support Programme to the Refugee Settlements and Host Communities in Northern Uganda (SPRS-NU) under the European Union Emergency Trust Fund
- Prepared monthly, quarterly and annual performance reports for the programme such as OBT reporting framework AND Joint Partnership Fund Reports

- Designed monitoring projects frameworks including logical frameworks for projects
- Prepared procurement plans for both the Donor and GoU
- Participated in preparation of terms of reference for consultancy of WASH activities required for the 17 towns in northern Uganda, which needed water and sanitation facilities.
- Monitored the progress of project components within the social services department to ensure adherence to set standards and specifications and agreed implementation time schedules
- Spearheaded in the preparation of funding proposals and conceptions notes leading to the project formulations and appraisals
- Developed, maintained and updated project databases of all critical projects within the programme
- Promoted a results-based approach to monitoring and evaluation
- Spearheaded and supervised field monitoring activities i.e data collection, analysis and reporting on the monitoring data
- Trained and built capacity of staff in the preparation of all monitoring and evaluation reports; guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission;
- Participated in the contracts committee meetings and contract monitoring and management
- In collaboration with other departments develop O&M manuals for each water supply and sanitation scheme implemented and ensure that O&M structures are established and advised accordingly
- participated in capacity building workshops

Key achievements

- Prepared timely and quality quarterly and annual performance reports for WSDF-N (OBT Reports, Donor reports, data request, adhoc-reports)
- Planned and supervised data management for socio-economic studies and post construction surveys I the small towns
- Participated in contracts committee meetings as Secretary to CC to ensure adherence to procurement guidelines
- Prepared articles and bulletins for water and sanitation events such as world water day bulletins, world environment day, among others
- Developed a fact file and fact sheet for the small towns project
- Participated in the development and running an on-line water and sanitation database management information system with the support of GIZ
- Trained staff in data management for monitoring and evaluation
- Terms of references developed for contractors and consultants

August –December 2015 Team Leader for the Baseline survey for 11 former IDP camps in the Northern Uganda Ministry of Water and Environment and KfW.

Key achievement

<p>Water and Sanitation Development Facility Central (WSDF-C)/Ministry of Water and Environment</p>	<ul style="list-style-type: none"> • 15 staff trained in Data collection techniques • Supervised data entry and validation • Trained 15 staff in data management and Data Analysis • Prepared and disseminated 11 socio-economic survey reports <p>February- April 2015 Team leader, Mid-term Evaluation for ADB Funded project under Water and Sanitation Development Facility-Central Ministry of Water and Environment and African Development Bank and production of the mid-term report for the project</p> <p>Assigned team leader for the Mid-term Evaluation for ADB Funded project under Water and Sanitation Development Facility-Central</p> <p>Key achievement</p> <ul style="list-style-type: none"> • Organizing preparatory meetings • Reviewed data collection tools • Pre-detested and collected field data • Designed the data entry screens and data analysis • Peer review of the reports • Organised stakeholder dissemination workshops
<p>Ministry of Education and Sports in cooperation with United Nations Education, Scientific and Cultural Organization-Uganda office (UNESCO)</p>	<p>2012-2013 Team member for the MDG Goal 5: Evaluation of End Decade Education for All –Uganda Chapter</p> <p>The evaluation was funded by the Government of Uganda through Ministry of Education and Sports in cooperation with United Nations Education, Scientific and Cultural Organization-Uganda office (UNESCO).</p> <p>Key achievements</p> <ul style="list-style-type: none"> • Team leader of Goal 5 Chapter • Organized meetings • Interpreted terms of reference • Designed data collection tools • Trained members and prepared minutes for the meetings • Analysed and interpreted data for goal 5 • Peer reviewed of the reports • Prepared and disseminated the final Goal 5 report production
<p>East African Diary Development–Heifer International</p>	<p>November 2012 Conducted an evaluation of the performance Diary cooperative societies (hubs) in western parts of Uganda country report, and Kenya. The study was funded by the East African Diary Development–Heifer International</p> <p>I was the data management officer team leader for the collection and data analysis team of 5 consultants</p> <p>Key achievements</p> <ul style="list-style-type: none"> • Reviewed data collection tools • Pre-tested and collected field data • Designed the data entry screens, entered data and analysed data. • Produced the final report and submitted to the client in time.

October 2011-2013 Statistician (Seconded by UBOS) to Ministry of Lands Housing and Urban Development

My overall task was to Collect, compile and analyze data from surveys and administrative records on Lands and housing information

Uganda Bureau of Statistics (UBOS)/ Ministry of Lands Housing and Urban Development

- Participated in the preparation of the CEDP Project implementation Manuals and Monitoring and Evaluation Frameworks.
- Supported the development of Monitoring and Evaluation Frameworks for the USMID project
- Participated in the development of the National Land Information system (NLIS) and improved data systems collection, storage, and visibility of M&E systems
- Carried out routine data collection, analysis and interpretation of data.
- Documented data production processes in the lands and housing sector
- Prepared annual statistical abstract for the lands and housing sector
- Compiled and generate timely administrative data within the lands and housing sector
- Maintained a statistical database for the lands and housing sector
- Prepared quarterly reports for the sector using OBT.
- Undertook quarterly sector monitoring exercises to assess progress against approved M&E plans

Key achievements

- Produced and printed Annual statistical abstracts for MLHUD
- UP to date statistical database linked to the Lands information system (LIS)
- Produced quarterly Monitoring reports to assess progress of the programmes and projects under MLHUD

15th November to 23rd- December 2010 Team Leader, Terminal Evaluation of the Food for Education project in Karamoja region in Uganda funded by UNWFP

The evaluation was fully funded by Ministry of Education and Sports and the United Nations World Food Programme

Key achievements

Ministry of Education and Sports, Food for Education project in Karamoja region in Uganda funded by UNWFP

- Organized meetings
- Interpreted terms of reference
- Designed data collection tools
- Trained Data collectors
- Stakeholder meetings
- Final Report production
- Organized Validation workshops

September 2010 UNICEF Strategic Engagement in the education sector under the sector wide approach in East And Southern Africa.

<p>UNICEF, UNICEF East and Southern Africa regional office (ESARO) based in Kenya</p> <p>Ministry of Education and Sports.</p>	<p>The study was commissioned by the UNICEF East and Southern Africa regional office (ESARO) based in Kenya. I participated in primary data collection, analysis and production of the final evaluation report.</p> <p>June 2007- June 2010 Statistician, Ministry of Education and Sports</p> <p>Worked as a Statistician period of three years on a DFID funded project; Plan for National Statistical Development (PNSD);</p> <ul style="list-style-type: none"> • I managed the Education Management Information System (EMIS), • Developed and reviewed data collection tools, • Ensured security and safe storage of data on the servers, • Analyzed data and disseminated statistical reports. • Worked closely with the monitoring and evaluation section of the ministry to produce the Education Sector Annual Performance Reports (ESAPR), t • Prepared Annual School Census Reports; BTVET, AfDB project of APLI and II, USAID– PIACY project and the EMIS-SMS decentralized system in selected schools and evaluated the success of the pilot project • Participated in the drafting of the National Development Plan Chapter for the Ministry of Education and Sports in conjunction with the Monitoring and Evaluation section of the Ministry. • Continuously monitored and evaluated the Schools feeding programme funded by UNWFP in Karamoja. • Designed sample selection/sampling frame work, Data collection tools and pretested tools, • Trained field officer/enumerators in data collection techniques, AND supervised data collection process. • Participated in the field visits, edited questionnaires, code, designed data entry screen using EIDATA/EPINFO and supervised the data entry process • Developed database; e.g A database on teachers houses among others 																										
<p>SKILLS AND CAPABILITIES</p>	<ul style="list-style-type: none"> • I have good Communication and listening skills. • Leadership skills, basing on the responsibilities held in school, • I have the ability to influence, guide and direct others. • Team work /mobilizing, in a team striving for a common goal, I can effectively work in coordination with other members. • interpersonal skills; able to interact freely with people of all ages and races 																										
<p>LANGUAGE PROFICIENCY</p>	<table border="1"> <thead> <tr> <th></th> <th>Speaking</th> <th>Reading</th> <th>Writing</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Kiswahili</td> <td>Fair</td> <td>Poor</td> <td>Poor</td> </tr> <tr> <td>Luganda</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Kumam/Luo</td> <td>Good</td> <td>Good</td> <td>Good</td> </tr> <tr> <td>Lunyoro</td> <td>Good</td> <td>Good</td> <td>Good</td> </tr> </tbody> </table>				Speaking	Reading	Writing	English	Excellent	Excellent	Excellent	Kiswahili	Fair	Poor	Poor	Luganda	Excellent	Excellent	Excellent	Kumam/Luo	Good	Good	Good	Lunyoro	Good	Good	Good
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Lunyoro	Good	Good	Good																								

REFERENCES

	Name	Position/Organisation	Contact
1	Dr. AKileng Godfrey	Dean, College of Business and Management Science (CoBAMS) Makerere University, 51 Pool Road P.O Box 7062, Kampala Uganda	+256752858211 +25618744220 gakileng@gmail.com
2	Mr. Muwanga Robert	Project Coordinator Regional Communications Infrastructure Project (RCIP)	0772487949 Robert.muwanga@nita.go.ug
3	Mr. Emmanuel Mugabi	Senior Monitoring and Evaluation Officer, Resource Enhancement and Accountability Programme Ministry of Finance Planning and Economic Development	Tel: 0776406407 Sendtoemma@gmail.com

SIGNATURE/DATE

I **Josephine Apajo** hereby undersigned and certify that, to the best of my knowledge and belief, the curriculum vitae correctly describe my qualification, experience and myself.

Signature

Date:5th December 2019