

EVA ADOMAA KYEREBOAH

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Professional Statement

An enthusiastic, dedicated, and dynamic Agricultural Scientist with over four years' experience in Monitoring and Evaluation; certified knowledge and experience in Program Management; Farmer training, Agricultural advocacy; considerable experience in the use of Geographic Information Systems (GIS); and commendable skills in Microsoft office suite, data management, and analytical software.

Possess excellent interpersonal skills, problem solving capabilities, administrative, and communication skills, with an ability to drive challenging issues to suitable conclusions. Emotionally matured team player with the ability to work with little or no supervision.

EMPLOYMENT HISTORY

January, 2017 to Date

Graduate Research Assistant – Kansas State University

- Assist DR. Amannor Boadu with research and data management

August, 2014 to date

Monitoring and Evaluation Specialist - Monitoring and Evaluation Technical Support Services

(USAID Project) Accra

- Collaborate with the other Monitoring and Evaluation Team members in the preparation of Annual Implementation plans and Quarterly Operational Plans for the M&E Team.
- Collate data from USAID Implementing Partners for the preparation of Economic Growth Office portfolio reviews and Annual Indicator Reports.
- In collaboration with the other M&E Team members, provide guidance to USAID Implementing Partners in the preparations and updating of Performance Monitoring Plans and Results Reporting.
- Conduct Data Quality Assessments and Data Verifications of Implementing Partners' indicator results.
- Member of the team that conducted and coordinated the SPRING/RING (two USAID Agriculture and Nutrition Implementing Mechanisms) Population Based Survey for baseline indicator data
- Collaborate with the other Monitoring and Evaluation Team members to plan, conduct and coordinate other surveys for USAID Implementing Mechanisms.

October, 2013 to March, 2014

Upper West Survey Supervisor - METSS- Ghana (Agricultural Production Survey)

Ensured that data captured and reported for the APS was accurate and that all enumerators were well resourced as well as maintaining the equipment used in good condition.

October, 2011 to December, 2013

Upper West Regional Monitoring and Evaluation Officer - ACDI/VOCA, USAID-Ghana ADVANCE Project, Wa

- Contributed to the Planning, Designing & Implementing Monitoring and Evaluation Plan Activities (USAID M & E Approaches & Methods)
- Managed Data in Project Database to ensure data accuracy.
- Undertook field visits to directly observe project progress to report accordingly.
- Conducted preliminary analysis to ensure regional targets and action plan are properly adhered to.
- Reviewed regional performance against indicators in the Project Monitoring Plan (PMP) to ensure that targets are achieved.
- Prepared and submitted monthly, quarterly and annual data reports to the ADVANCE Management Team.
- Coordinated baseline, midterm and final evaluations with support from project team and supervised Field Workers in Data collection.
- Provided technical assistance to ADVANCE and partner organization staff in the utilization and management of impact assessment tools.
- Conducted Data Quality Assessments (DQAs) & Data Verification with USAID
- Coordinated the application of Geographic Information System (GIS) in project activities
- Assisted the designing of Monitoring and Evaluation Data Collection Tools and Databases (Access, Excel and SQL)
- Conducted M&E Capacity Building Activities for Partners & Review Proposals

September, 2010 to October, 2011

Short Term Technical Assistant (M&E, Eastern Region) - ACDI/VOCA, USAID-Ghana ADVANCE Project, Wa

- Coordinated M&E activities in the field
- Captured farmers' and other beneficiaries' data into Project's database
- Supervised national service personnel in the office
- Facilitated farmer meetings (example: Business to Business linkage meetings between farmers and input dealers, financial service trainings for farmers)
- Trained farmers on Good Agricultural Practices (example: the control of Fruit flies in citrus)
- Mobilized Farmer Groups from Ashanti, Central and Eastern regions to benefit from the ADVANCE Project.

September, 2009 to February, 2010

Database Administrator - Presbyterian University College, Abetifi, Ghana Millennium Development Authority Program (MiDA) Afram Plains

- Trained FBO in business development skills, credit management, group formation, farm establishment and maintenance culture, IPM and Agrochemicals use, post-harvest handling and marketing
- Designing Tracking Tools & Conducting Data Validation
- Design Data Entry Screen & Conduct Data Entry and Statistical Analysis Processed data collected for performance review.
- Monitored Technically Trained Service Providers (TTSP) training activities
- Managed logistics and transports allocation to TTSPs

SKILLS AND ACCOMPLISHMENTS

- **Communication Skills:** As an M&E specialist, there was the need to interpret project indicators to the staff, and project strategy and objectives to stakeholders, conducted beneficiary interviews and group discussions to track project progress. I wrote weekly bullets, quarterly and annual reports. I also prepared presentations and presented them when necessary.
- **Leadership and Coordination Skills:** Led the whole M&E system for the USAID ADVANCE project in the Upper West region. Supervised and coordinated several surveys with different teams under the USAID ADVANCE Project.

Supervised a team of six field enumerators who were taking crop production data from 66 farm holders in six administrative districts in the Upper West Region of Ghana for USAID Monitoring, Evaluation and Technical Support Services.

Working with Hopefulway Foundation in 2011, I organised, coordinated and facilitated a three day Outreach on Alcohol and Drug addiction Management using in the Upper West Region of Ghana with resource persons from Southern Ghana and Canada.

- **Mentoring Skills:** In two years (2011-13) I coached and mentored over 30 students from University of Development Studies in baseline and gross margin surveys, use of statistical packages and beneficiary interviews. This boosted their confidence in community development work. Trained six recovering addicts in rabbit rearing while volunteering at the Hopefulway Foundation in Accra.
- **People Management Skills:** Through empathy grooming and fairness to all team members I help hone the skills of all my team members to achieve the collective corporate goal. I achieved this when I had to work with undergraduates with little or no job experience in WA.
- **Research and Data management Skills:** Conducted surveys at specific times of the year and gathered data for establishing beneficiary needs and tracking project achievements and also for management decisions
- **Human Relations:** Working in the development sector where it is largely team work - colleagues support each other to achieve a common goal. Interacting with different personalities ranging from beneficiaries to donors, I have learnt to relate and establish rapport with people of diverse background.

EDUCATION BACKGROUND

Bachelor of Science in Agriculture, Kwame Nkrumah University of Science and Tech	2008
Senior Secondary Certificate Examination, St. Louis Senior High School, Kumasi	2003
Certificate in Results Based Monitoring and Evaluation, Local Livelihoods Ltd., UK,	2012
Certificate in Project Management, Knowledge Tree Technologies	2012