

# **MAUREEN BANDA**

## **(Nee Mwawa)**

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### **EDUCATION BACKGROUND**

**Master of Arts (MA) in Economics** - 2010. University of Malawi, Chancellor College

**Bachelor of Social Science (BSoc.) in Economics** - 2005. University of Malawi, Chancellor

### **WORK EXPERIENCE**

**Monitoring and Evaluation Officer (May 2016 – July 2018).**

*Voluntary Service Overseas (VSO)*

Working specifically for the European Union funded “Act Together for Better Long-term Education (ABLE)” project, I was responsible for development of M&E Plans to guide data collection and analysis, developing data collection tools for the project, conducting comprehensive evaluations for baseline and end line studies and development and maintenance of different databases (Lessons, Best Practices, Success Stories and Study Reports). My other duties included:

- Development of training materials
- Training staff, partners and volunteers in M&E and tools for data collection
- Orienting, coaching and mentoring new staff
- Providing technical advice and support to staff, volunteers and partners in design and delivery of M&E initiatives
- Developing Terms of References for evaluation and managing consultants
- Reviewing progress, assessment, inception, baseline and evaluation reports,

***Achievement:** Development of data collection tools for the project. These tools were used for monitoring project progress*

**Interim caretaker ABLE Project Manager (August 2017 to October 2017)**

For a period of 3 months I was combining my M&E role with project management functions and my duties included:

- Day-to-day management and coordination of the project
- Developing and producing progress reports for the ABLE Project activities
- Managing Project communications and compilation of narrative and financial reports
- Document lessons learned and provide feedback to partners, staff and other stakeholders
- Development and monitoring of work plans and budgets

***Achievement:** Mentoring the new project manager who was recruited after three months*

**Principal Economist - Monitoring and Evaluation Unit. (February 2013 - April 2016).**

*Ministry of Agriculture Irrigation and Water Development (MoAIWD), Lilongwe, Malawi*

**/Planning, Monitoring, Evaluation and Knowledge Management Officer. (January 2013 to November 2015).** Sustainable Agriculture Production Programme (SAPP) within MoAIWD

**/Economist - Monitoring and Evaluation Unit. (July 2010 - February 2013).**

**/Economist – Food Security Unit (November 2007 - July 2010).**

*As the Principal Economist* my duties centred on coordinating the Agriculture Sector Wide Approach (ASWAp) monitoring and evaluation issues in the Ministry including coordinating the Joint Sector Reviews and Technical Working Group on M&E. I was also tasked with monitoring and evaluation of the implementation of government and various donor-funded projects. This work included working closely with different donor agencies including the World Bank, USAID, JICA and EU. My other duties included:

- Supervising production of progress reports from different units and departments of the Ministry.
- Supervising development and compilation of annual work plans and budgets for MoAIWD.
- Developing data collection tools and templates.
- Developing performance monitoring plans and designing monitoring and evaluation systems.

As the **Planning Monitoring, Evaluation and Knowledge Management Officer** for the IFAD funded SAPP project, I was responsible for preparation and monitoring of annual work plans and budgets, and coordinating all aspects of project planning and monitoring such as quarterly review meetings and periodic project monitoring. Other duties included:

- Orienting implementing Officers on reporting formats
- Preparation of progress of reports
- Coordinating information gathering, management, analysis and communication
- Facilitating focused studies on emerging questions.
- Developing and implementing the knowledge management and communication strategy

As an **Economist in the Monitoring and Evaluation Unit** of the Ministry, my duties included collecting, analysing and evaluating data on project activities within the Agriculture sector, monitoring and evaluation of the implementation of government and various donor funded projects; carrying out surveys and presenting findings to Ministry management for action and way forward and producing progress reports. Other duties included:

- Collaborating with Departmental Planning Officers and ADD Evaluation officers in monitoring and evaluation of donor funded project activities.
- Participating in project review functions and in formulation of projects annual work plans and budgets.

As an **Economist in Food Security Unit** of the Ministry I was tasked with collaborating with other institutions in National Early Warning (NEW) activities i.e. Department of Climate Change, FEWSNET and SADC – Regional Early Warning Unit (REWU) and other international organizations on early warning issues and risk management. Was also participating in the monitoring of national and household food security levels throughout the season and in organizing and participating in Food Security meetings and workshops and dissemination of reports, publications. Other duties:

- Participating in the analysis of policies affecting national and household food security situation in the country.
- Production of the monthly/ quarterly Malawi Food Security Bulletin and Food Security Balance Sheet.
- Planning managing and monitoring of all safety net programs such as the targeted Farm Input Subsidy Programme being implemented by the Ministry.

- Collaborating with other stakeholders such as the Malawi Vulnerability Assessment Committee, Social Protection Technical Committee and the Humanitarian Response Technical Committee.

**Notable Achievements:** i) Successfully reviewing and streamlining the ASWAp monitoring indicators and developing the ASWAp M&E plan in conjunction with JICA and ii) successful production of the knowledge management and communication strategy for the SAPP project.

### **Banker (November 2005 - September 2007)**

#### ***National Bank of Malawi, Victoria Avenue Service Centre***

As a Graduate Trainee at National Bank of Malawi, my duties included the following:

- Opening and closing accounts, keeping records of each customer's account, collecting money, disbursing money and answer customers' queries.
- Entering account information into a bank database.
- Sorting and managing all information related to a particular customer's business with the bank.
- Receiving deposits and recording interest due to savings account customers.
- Giving loans to customers and recording the interest owed to the bank on loans and other investments.
- Calculating the interest owed on various loans, including the interest owed to savings account customers, as well as the interest owed on accounts, mortgages and business loans.
- Keeping loan information organized, making sure that all parties receive the loan information they require and monitoring the status of outstanding loans.
- Analyzing applicant's financial status, credit, and property evaluations to determine feasibility of granting loans.
- Translating foreign currency values into dollars and vice versa and processing foreign currency transactions, conducting currency exchanges during wire transfers.
- Recording bank's balances on deposit in foreign banks, outstanding purchase and sales contracts, and undelivered items.
- Preparing monthly statements of checking account customers.
- Conducting transfers with other banks in the form of checks, payments, and wire transfers.

### **SHORT TERM EMPLOYMENT**

- Hunger and Malnutrition Reduction Expert. Institute of Development Studies (IDS) UK August 2013.
- Hunger and Malnutrition Reduction Expert Survey. Institute of Development Studies (IDS) UK August 2012.
- Bank Clerk. Vacation employment with National Bank of Malawi. July 2003 - August 2003, August 2002 - September 2002, June 2001 - August 2001.

### **PROFESSIONAL TRAININGS**

- Programme Budgeting and Cost Control. Pan African Institute Management, Midrand, South Africa (2015)
- Results Based Monitoring and Evaluation. Institute for International Local Development, Cape Town, South Africa (2014)
- Study Tour on Knowledge Management, Learning and Communication to IFAD funded projects in Kenya and Uganda (2014)
- Impact Evaluation Design. Institute of Development Studies, United Kingdom (2014)
- GIS training. SADC Regional Vulnerability Assessment Committee, Malawi (2013)
- Development Project Management and PMP Examination Preparation Course. Institute for, Development in Economics and Administration (IDEA) International, Kenya (2012)

- Food and Nutrition Security Impact Assessment. Wageningen University and Research Centre, Netherlands (2010)
- Participatory Budgeting and Public Expenditure Tracking. Eastern and Southern African Management Institute (2010)
- Training workshop in Effective Communication: Writing and Presentation Skills. Malawi Institute of Management, Lilongwe (2010)
- Training in Food Security and Use of Food and Agricultural Marketing Information System organised. COMESA in Kenya (2010)
- Training in Policy Oriented Research for improved policy making in Malawi. Bunda College of Agriculture (2009)
- Livelihood Assessment Practitioner training using Household Economy Approach. SADC Regional Vulnerability Assessment Committee. Botswana. (2009).

### **LANGUAGES**

- English
- Chichewa

### **COMPUTER LITERACY**

- Data Analysis: SPSS, STATA
- MS Office including spreadsheets (MS Excel), database (Access), word processing (MS Word), presentation (MS PowerPoint)

### **REFEREES**

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