1. Demographics

**Name:** Mutale Samuel

**Profession: Development Scientist, Demographer, Social-Economist**

**Highest level of Qualification: Master’s Degree in Public Health (Health Policy)**

 **Currently Pursuing an MBA with University of South Wales United Kingdom**

**Date of Birth:** 28th July, 1987

Sex: Male

**Nationality:** Zambian

**Religion:** Christian

**Marital Status:** Married

Home Address: Chalala Hill View - House Number, 33036 Lusaka

E-mail: **s.mutale22@gmail.com**

1. Samuel Mutale-Motivation Statement

Samuel Mutale is a holder of bachelor’s degrees in social sciences *in Economics and minor in Demography and Development Studies from the University of Zambia, a master’s degree* ***in Public Health and a Post Graduate certificate in Monitoring and Evaluation Method****s. Currently pursuing a Master’s degree in Business Administration with* ***University of South Wales United Kingdom****. Samuel* is a dynamic married Zambian man born on 28th July 1987 who parades and possesses unparalleled **9 years** of experience and high proficiency levels in **Research and Development**, **Policy Formulation,** **Enabling environment for Agribusiness and trade, Aquaculture Enterprise Development Projects** for SMEs, Development and execution of Participatory Rural Appraisal Project, Scaling up **Nutrition**, Coordination and integration of Environmental and Social risk management framework, development of livelihood restoration frameworks and plan, development and implementation of environmental and social management systems in line with the World Bank and UNDP guidelines, School Feeding Programme, Social Protection, Infant and Young Children Feeding Programmes, Women and Youth Economic Empowerment, Food Systems, Infrastructure development, Conducting Research related to Trade and Agribusiness, Environmental Project Beliefs (EPB), Climate Resilient Programmes, **Environmental and social inclusion** Monitoring and Evaluation, knowledge management, data and information management, Preparation of Annual Work Plans and Budget, Implementation and management of sustainable livelihoods interventions in Zambia and within the SADC and COMESA region focusing on Data Management, Economic Policy, Agricultural Policy, Energy, Research, Women and Youth Economic Empowerment, Agribusiness, Agriculture Research, **Climate Smart** Agriculture and food security**.** For the past 9 years, Samuel has worked as a consultant on the following projects/ programmes funded by international organisation and agencies such as;

1. **UN**-International Fund for Agricultural development **(IFAD)-**Smallholder Agribusiness Promotion Programme **(SAPP),**
2. **African Development Bank Project** **(AfDB)**-Strengthening Climate Resilience on the Kafue Basin
3. **The World Bank Funded Project**, Agriculture Productivity Programme for Southern Africa **(APPSA**) In Mozambique, Malawi and Zambia,
4. **Chemonics International**- USAID Global Health Supply Chain (PSM),
5. **European Union** Project-Integrating Nutrition and Agriculture**,**

1. **The World Bank Funded Project**, Support Women’s Livelihood **(SWL)**
2. Education Information

|  |  |
| --- | --- |
| **Institution Name** | **Degrees and Diplomas obtained** |
| The University of Zambia  | Bachelor’s Degree Demography/Economics |
|  University of Lusaka  | MSc-Public Health (Health Policy) |
|  University South Wales-United Kingdom | Master of Business Administration |
|  The University of Zambia (2011) | Certificate Customized Statistical Package Training Program in GIS, **DHIS2**, **DATIM,** **EpiData, Epi-Info, SPSS, SAS,Kobo, R, SMART CARE, STATA, CSPro, Spectrum, Demoproch , NVivo Google Forms, Microsoft office package and AtlasTI** |

D) Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| English | 1 | 1 | 1 |
| Bemba | 1 | 1 | 2 |
| Tonga | 1 | 1 | 2 |
| Chichewa | 2 | 1 | 2 |
| Lozi | 2 | 2 | 4 |
| Portuguese  | 4 | 4 | 4 |

E). specific experience in the SADC & COMESA region

|  |  |
| --- | --- |
| Country | From…to |
| **Malawi** |  **2017 – 2020 (Intermittently)** |
| Mozambique | **2017 – 2020 date (Intermittently)** |
| South Africa |  **2017 – 2020 (Intermittently)** |
| Zambia | 2012 – to date |
| Zimbabwe |  **2017 – 2020 (Intermittently)** |

F) Research Experience in Zambia and within the SADC Region

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name of the Study** | **Name of the Project** | **Responsibilities** | **Countries** |
| 1 | **Coordinator**-Cost benefit Analysis study**December, 2019** | Agriculture Productivity Programme for Southern Africa (APPSA)-World Bank Funded Project | Responsible for data overall management of both raw primary and secondary datasets into final datasets to be used for analysis, as needed. This basically involved creating and merging various sources of data and may require programming matching algorithms, linking up with field staff for additional information, and performing manual matching. Data cleaning and working with the research team to design a thorough plan for data analysis and carry out the coding to perform this analysis. Common analytical tasks include production of descriptive statistics and regression analysis for various outputs such as briefs, presentations and academic papers, supervise collection of relevant data from various international and national sources and update the databases, assess data quality, coherence, consistency, coverage and timeliness and fill data gaps,  Collect data according to the prescribed data collection schedule (which may include evenings and weekends) ensuring adherence to timelines responsible for project equipment and documents entrusted to the team, check overall consistency of datasets, and ensure that quality and standards are met before dissemination, contribute to statistical research and the preparation of the Department’s publications, lead the development of specific tools and indices to track development on the continent, support and follow up the socio-economics team collaboration with other units, assist in programming the instrument and developing protocols to ensure high quality data, Lead the preparation of research papers including formatting and creating tables, graphs, and related analysis and engaging with participating countries Malawi and Mozambique, as appropriate, in the design and implementation of data collection and research projects and report writing. | Zambia, Malawi |
| 2 | **Team Leader-**Assessment of Integration of Nutrition and Agriculture Project in Southern Province of Zambia **(Consultancy)****October, 2015** | **European Union Funded Project** | Responsible for overall data management of both raw primary and secondary datasets into final datasets to be used for analysis, as needed. This basically involved creating and merging various sources of data and may require programming matching algorithms, linking up with field staff for additional information, and performing manual matching. Data cleaning and working with the research team to design a thorough plan for data analysis and carry out the coding to perform this analysis, orientation of the research team on the, Facilitate courtesy calls to relevant government offices to brief the officials on the performance assessment, **Collect data – using a mix of quantitative and qualitative methods**from the selected respondents and capture the data into a tablet as recommended by European Union | Zambia |
| 2 | **Coordinator-**Livelihood Analysis Study (**Consultancy)****January, 2017** | Smallholder Agribusiness Promotion Programme (SAPP)-IFAD funded Programme | Working in close collaboration with the consultant in developing evaluation or rather study protocols for the livelihood study in Zambia under smallholder, data cleaning, analysis and report writing, presentation of the study findings to different audiences, check overall consistency of datasets, performance assessment methodology and tools recommended by European Union, Lead the the **sampling process**to select units as well as key informants for the performance assessment using prescribed methodologies, **confirm appointments** with the selected respondents for performance audits. Make alternative arrangements for appointments as necessary and ensure that quality and standards are met before dissemination, contribute to statistical research and the preparation of the Department’s publications, lead the development of specific tools and indices to track development on the continent, support and follow up the socio-economics team collaboration with other units, assist in programming the instrument and developing protocols to ensure high quality data, Lead the preparation of research papers including formatting and creating tables, Responsible for overall data management of both raw primary and secondary datasets into final datasets to be used for analysis, as needed, Common analytical tasks include production of descriptive statistics and regression analysis for various outputs such as briefs, presentations and academic papers and assist in programming. | Zambia, Malawi & Mozambique |
| 3 | **Team Member-** Adoption on Improved Agriculture technologies that improves the livelihood of the smallholder farmers**December, 2019** | Agriculture Productivity Programme for Southern Africa (APPSA)-World Bank Funded Project | Responsible for overall data management of both raw primary and secondary datasets into final datasets to be used for analysis, as needed. This basically involved creating and merging various sources of data and may require programming matching algorithms, linking up with field staff for additional information, and performing manual matching. Data cleaning and working with the research team to design a thorough plan for data analysis and carry out the coding to perform this analysis. Common analytical tasks include production of descriptive statistics and regression analysis for various outputs such as briefs, presentations and academic papers, assist in programming the instrument and developing protocols to ensure high quality data, Lead the preparation of research papers including formatting and creating tables, graphs, and related analysis and engaging with participating countries Malawi and Mozambique, as appropriate, in the design and implementation of data collection and research projects. | Zambia,  |
| 4 | **Coordinator**-Assessment of the most effective dissemination pathways of agriculture technologies**December, 2019** | Agriculture Productivity Programme for Southern Africa (APPSA)-World Bank Funded Project | Responsible for data overall management of both raw primary and secondary datasets into final datasets to be used for analysis, as needed. This basically involved creating and merging various sources of data and may require programming matching algorithms, linking up with field staff for additional information, and performing manual matching. check overall consistency of datasets, and ensure that quality and standards are met before dissemination, contribute to statistical research and the preparation of the Department’s publications, lead the development of specific tools and indices to track development on the continent, support and follow up the socio-economics team collaboration with other units, assist in programming the instrument and developing protocols to ensure high quality data, Lead the preparation of research papers including formatting and creating tables. Data cleaning and working with the research team to design a thorough plan for data analysis and carry out the coding to perform this analysis. Common analytical tasks include production of descriptive statistics and regression analysis for various outputs such as briefs, presentations and academic papers, assist in programming the instrument and developing protocols to ensure high quality data, Lead the preparation of research papers including formatting and creating tables, graphs, and related analysis and engaging with participating countries Malawi and Mozambique, as appropriate, in the design and implementation of data collection and research projects. | Zambia, Malawi & Mozambique |

**D). Employment Record [Starting with present position, list in reverse order every employment held]**

| **Date**  | **Location** | **Company/Organization** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| **August 2020 to-date** | Zambia,  | **The World Bank Funded** Programme-Girls Education and Women’s Economic Empowerment (GEWEL).**Ministry of Community Development and Social Services.** | **M&E Consultant** | * Support effective implementation of the project through efficient and timely execution of technical tasks in accordance with the policies and procedures of the World Bank, the strategies of the project and the schedule of activities, ensuring that gender is mainstreamed in project implementation to achieve the desired results.
* Initiate, sustain and guide cooperation with key project partners, in close collaboration with the Project Manager and relevant World Bank technical specialists to ensure the performance and results of the project.
* Determining the different reports to be generated from the M&E system and the respective frequency.
* Determining the means of dissemination of the reports such as conferences, planning and review workshops, stakeholder workshops or other MCDSS channels.
* Support capacity building activities through group training and institutional strengthening on policy development.
* Work in collaboration with the communication unit to ssupport communication and outreach activities of the Sub-programme, including the updating and/ or drafting of information and communication strategies and policy briefs on industrialization in Southern Africa;
* Draft technical papers and project documents related to socio-economic development
* Draft concept notes, issues papers, and prepare meeting documentation and contribute to the organization and servicing of meetings/workshops/dialogues.
* Draft various documents, including meeting minutes and reports, outcome documents; speeches, talking points, review and summarize documents of importance for the implementation of the activities of the Cluster and Sub-programme.
* Provide input into the integration of beneficiary participation and accountability in all aspects of project implementation.
* Undertake quality control and final editing of all reports and knowledge products generated at GEWEL level, ensuring that all documents reflect sound monitoring and evaluation practice and are accurate, clear and informative for the purpose.
* Build M&E capacity of all programme and Support Women’s Livelihood staff through training and on-the-job support.
* Recommending and implementing a capacity building programme for staff and other stakeholders in M&E.
* Review the overall quality and consistency of plans for logic, coherence, clarity and provide feedback and assistance to improve quality.
* Integrate cross-cutting issues such as HIV/AIDS and gender into the GEWEL and MCDSS programmes and work plans.
* Contribute to the plan for improving and maintaining positive visibility of GEWEL and MCDSS
 |
| **February, 2018 to February, 2020** | Zambia, Malawi & Mozambique | **The World Bank Funded** Programme-Agriculture Productivity Programme for Southern Africa **(APPSA)** implemented by Ministry of Agriculture. | **M&E/Socio-Economist Consultant/ Acting National Coordinator** | * Contribute to the development of an effective research strategy, develop plans for
* implementation, and support, coordinate with and provide advice to WB focal Point to undertake due diligence on sub-grant proposals to ensure compliance with Environmental and Social Management Framework, Pest Management Plan Process Framework and the Resettlement Policy Framework guidelines including field visits as necessary.
* Organize and conduct technical missions in target regions, guide and advise national and international experts on site and remotely and ensure the proper and effective use of project resources, in collaboration with the Technical Officer.
* Support the dissemination of project information by drafting materials, publications and press releases and by ensuring effective communication with project partners. Ensure project visibility and effective representation during meetings related to the project with the World Bank Portfolio.
* Prepare budget estimates and expenditure forecasts by analysing and monitoring the situation of resources as compared to planned activities and by making recommendations for remedial action.
* Undertake quality control and final editing of all reports and knowledge products generated at CCARDESA level, ensuring that all documents reflect sound monitoring and evaluation practice and are accurate, clear and informative for the purpose.
* Determining the different reports to be generated from the M&E system and the respective frequency.
* Determining the means of dissemination of the reports such as conferences, planning and review workshops, stakeholder workshops or other MoA channels.
* Providing information on how the M&E reports will be used for advocacy and decision making at policy levels and for subsequent planning at project and ZARI levels.
* Build M&E capacity of all programme and ZARI staff through training and on-the-job support.
* Contribute to research and policy analysis and capacity building in support of the participation of regional member States in the SADC & COMESA Region.
* Support research, data analysis and contribute to the drafting of background documents and technical reports;
* Liaise with member States, COMESA and SADC in supporting Seed Policy and Seed Harmonisation development
* Contribute to the development and operationalization of monitoring, evaluation and reporting platform for tracking industrialization and regional integration in Southern Africa;
* Coordinate and initiate the timely preparation of annual work plans and budgets in collaboration with the Project Operations Officer and produce timely Monthly, Quarterly and Annual progress reports on the overall Preparing and coordinating the monitoring and evaluation plan based on the APPSA results framework, determine baselines and confirm/validate targets for key project performance indicators,
* Support the implementation of internal and grantee data quality assessments to test the validity and reliability of data used to measure program impact, Assist the M&E for CCARDESA to support the SADC Seed Centre to maintain the website, variety catalogue and database, development of monitoring and reporting tools,
* Lead the development and documentation of results, lessons learnt and important stories on project progress implementation across the project area,
* Lead the oversight support to implementing partners in undertaking regular progress reviews and reporting of all APPSA supported activities at district and provincial levels,
 |
| **2015-2017** | Zambia | **UN agency-**International Fund for Agriculture (**IFAD)** programme-Smallholder Agribusiness Promotion Programme **(SAPP)** implemented by Ministry of Agriculture & Livestock  | **M&E/Socio-Economist Consultant** | * Coordinate timely, nutrition assessments and surveys which incorporate all or main underlying causes of under-nutrition; and submitting quarterly and annual reports on all nutrition activities undertaken by the Programme,
* Analysing potential sub-projects for their environmental and social impacts in consultation with Zambia Environmental Management Agency (ZEMA); Support and guide the preparation of local land-use plans and community natural resource action plans;
* Working with the NPCU Environmental and Social Safeguards unit, oversee the effective implementation of the gender strategy and identify critical project areas for gender and social inclusion-based interventions,
* Lead the development of tools to collect data on project activities and performance and collate information on project performance at all levels of implementation and regularly document lessons leamt on various interventions of the project,
* Ensure environmental and social grievances are managed effectively and transparently through the grievance redress mechanisms;
* Support communities in ensuring sustainable management of natural resources in collaboration with social and environmental staff at provincial and district levels and undertake or support relevant studies and Surveys;
* Supervise a team of Data Associates that conduct data analysis and Data Entry, Conceptualization of evaluation designs to measure effectiveness of Zambia capacity building interventions,
* Provide technical assistance and coordination in conducting rapid assessments and standard nutrition surveys, Planning and implementation of Emergency Nutrition Response project activities and set high quality performance targets ensuring adherence to national policy, strategy and technical standards, best practices and donor and internal guidelines.
* Liaising and establishing contacts at Province and district levels with ENCU, DMMU and NGOs and participate in technical, logistics and operational meetings and discussions concerning emergency nutrition response in Plan International Zambia operational areas,
* Preparing the Support, the development of a monitoring and evaluation plan and tools for tracking the implementation,
* Support the development of project documents and tools, as well as technical manuals or guidance,
* Provide capacity building and technical support so to project staff so that they are well aware of the standardized approach to Integrated Management of Acute Malnutrition (IMAM) management and supporting staff, and quality improvement and assessment guidelines, In collaboration with the Communications Officer,
* support the development of communication materials tailored to project communication needs for both internal and external audiences,
* Coordinate and/or perform various activities in support of implementation, including but not limited to planning,
* monitoring and evaluation, and technological solutions,
* Facilitate review of progress and development of action to address variance between planned and actual results,
* rain project staff and relevant staff stakeholders in the use of participatory, monitoring and reporting tools and Lead the development and documentation of results, lessons learnt and important stories on project progress implementation across the project area
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| **February, 2017 -February, 2018** | Zambia | Chemonics International**-USAID Global Health Supply Chain- Procurement and Supply Chain Management.(PSM)** | **Project Monitoring, Evaluation & Learning Specialist** | * Support the monitoring, evaluation, and learning (MEL) efforts for GHSC-PSM, assisting in tracking and evaluating project performance,
* support design and implementation of MEL training for GHSC-PSM staff,
* Develop an approach to strengthen the use of monitoring systems with emphasis on mobile data collection,
* Undertake regular capacity building with support from the region as required for MoH staff to facilitate their abilities to independently undertake monitoring of their programs, projects and processes,
* Ensure the provision and utilization of monitoring data for decision making by MoH ensuring coherence with MoH systems for data collection and aggregation,
* Maintains thorough documentation of outcomes of QA/QI implementation and shares results when requested to USAID,
* Provides QA/QI support to staff in the different service areas supported by the PSM,
* Support drafting of all routine project reports in coordination with MEL Manager,
* Summarize issues/problems and drive towards solutions, conducts regular supportive visits to regional teams and provide on–site support and ensuring corrective feedback in selected areas,
* Provide technical support to training curriculum needs development, assessment and monitoring tools development in all health service programs,
* Identifies training need gaps and develop an annual training plan in liaison regional teams,
* Conducts clinical skills trainings along with Ministry of Health Trainers as needed, working with the M&E team to verify completeness of data, compliance to standard operating procedures,
* compile findings and disseminate to teams for quality improvement actions, periodically review Quality Assurance processes/requirements,
* Assist MEL team on coordination with Knowledge Management team on development and management of annual work plans based on project resources available,
* Coordinate and/or perform various activities in support of project design and implementation, including but not limited to needs assessment, strategic planning, program design and proposal writing, monitoring and evaluation, and technological solutions, data analysis and reporting and working close collaboration with the private sector, government entities, community leaders, and international donors to ensure effective implementation of the project.
* Working close collaboration with the private sector, government entities, community leaders, and international donors to ensure effective implementation of the project and Promotion of evidence-based decision-making for service delivery improvement through the enhancement of data demand, utilization and service performance tracking.
 |
| **2013-2015** | Zambia | **DAPP Zambia-Integrating Nutrition & Agriculture** | **M&E/Grants Administration Manager** | * Provide technical assistance and coordination in conducting rapid assessments and standard nutrition surveys, Planning and implementation of Emergency Nutrition Response project activities and set high quality performance targets ensuring adherence to national policy, strategy and technical standards, best practices and donor and internal guidelines.
* Liaising and establishing contacts at Province and district levels with ENCU, DMMU and NGOs and participate in technical, logistics and operational meetings and discussions concerning emergency nutrition response in Plan International Zambia operational areas,
* Preparing the Support, the development of a monitoring and evaluation plan and tools for tracking the implementation,
* Support the development of project documents and tools, as well as technical manuals or guidance,
* Provide capacity building and technical support so to project staff so that they are well aware of the standardized approach to Integrated Management of Acute Malnutrition (IMAM) management and supporting staff, and quality improvement and assessment guidelines, In collaboration with the Communications Officer,
* support the development of communication materials tailored to project communication needs for both internal and external audiences,
* Coordinate and/or perform various activities in support of implementation, including but not limited to planning,
* monitoring and evaluation, and technological solutions,
* Facilitate review of progress and development of action to address variance between planned and actual results,
* rain project staff and relevant staff stakeholders in the use of participatory, monitoring and reporting tools and Lead the development and documentation of results, lessons learnt and important stories on project progress implementation across the project area.
* Write and submit quarterly project indictors status reports, ensure timely and quality feedback reports are produced to assist program staff in data-based quality improvement and Provide oversight for accountable and transparent financial management of the Monitoring and Evaluation activities
 |

G). REFEREES

Mr. Lizzen Moono,

Zambia Aquaculture Enterprise Project (ZAEDP)

African Development Bank Programme AfDB)

Ministry of Fisheries and Livestock,

Contact +260 977406798

Email: moonolizzen@gmail.com

Dr. Dickson Ng’uni

National Coordinator

Agricultural Productivity Programme for Southern Africa (APPSA)

Ministry of Agriculture

Zambia Agricultural Research Institute (ZARI)

Private Bag 7 Chilanga

Email; dickson.guni@gmail.com

Mr. Dennis Mulenga

Grants and Portfolio Manager

Plan International Zambia

Email: dtmulenga@yahoo.com

+260 964020393

Crispin Chomba, Country Representative,

SAfAIDS Zambia Country Office,

Plot 4 Lukasu Road,

Rhodespark,

Lusaka, Zambia. Email:

chrispinchomba@yahoo.co.uk

Tel: +260 211 257652Cell phone Number: 0977888828