


PERSONAL INFORMATION



Names: Dinah KWIZERA

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Sex: Female

Date of birth: August 5th, 1983

Nationality: Rwanda

SUMMARY OF QUALIFICATION

Dinah KWIZERA has over 13 years of experience in the Monitoring and Evaluation field. She works in the environmental sector as an M&E specialist at the Rwanda Environment Management Authority (REMA). She began her career in this field by assisting the district and City of Kigali teams in preparing and implementing the Kigali City and Districts Development Strategies, as well as the National Development Strategies (EDPRS & NST1) since 2011. She has also actively participated in the preparation and evaluation of Imihigo (Institutional Performance contracts) for the districts that comprise the Northern Province and the City of Kigali. Through this diverse working experience, Dinah has acquired practical and extensive coordination and networking knowledge and skills that are relevant for effective planning, implementation, monitoring, and evaluation of government development initiatives.

Dinah has been an active member of Rwanda Monitoring and Evaluation Organization (RMEO) since its inception. She participated in preparing organizational statutes and annual action plans, as well as registering and following up on regulatory requirements and membership. In partnership with the former Capacity Development Employment Services Board (CESB) and the African Development Bank, she has been instrumental in organizing workshops on Managing for Development Results. Additionally, she serves on the RMEO executive committee as Treasurer for more than 5 years.

Dinah possesses strong skills in mainstreaming cross-cutting themes, particularly gender, social inclusion, and the environment. She also demonstrates proven knowledge and hands-on skills in data analysis, as well as in disseminating findings with recommendations to relevant project stakeholders for evidence-based decision-making. Additionally, Dinah is self-motivated, a good communicator, a quick observer, and an evaluator with logical thinking abilities, capable of working under minimal supervision. She thrives in teamwork and is always eager to take on new challenges and solve complex situations.

EDUCATION AND PROFESSIONAL TRAINING

January 2024 up
todate Doing Master's in Economics
University of Kigali

From 2004 to
2008 Bachelor's in Economics
Kigali Independent University

From 1997 to
2003 Certificate A2 in Commerce and Accounting
Kageyo Secondary School

Attended various professional trainings that include (but not limited to) the following:

From 2003 up to date

- International Seminar for Evaluation Capacity Development, Antwerp, Belgium 2019
- International Program for Development Evaluation Training (IPDET), Bern, Switzerland 2018
- Management for Development Results by AfCoP, 2017
- Customization competency framework by MIFOTRA, 2016
- Policy Analysis by RALGA, 2016
- GIS and RHMIS capacity building workshop, 2016
- Prepare and approve Feasibility studies, 2016
- Mainstreaming Disaster Risk Reduction and Disaster Management into EDPRS Sectors, 2016
- Training on project analysis and management by RIAM, 2014
- Workshop on planning, monitoring and Evaluation by RALGA, 2013
- Workshop on draft District profiles to support the development of DDPs organized by NISR, 2012
- Training workshop on mainstreaming Environment and Climate change by REMA, 2012
- Training on Cost benefit analysis, 2012
- Investment appraisal by MINECOFIN & World Bank, 2012
- Training session on EDPRS2 Elaboration, 2012
- EDPRS 2 Costing Training by MINECOFIN, 2012
- Training of planning, monitoring and evaluation for EDPRS monitoring and evaluation facilitators organized by MINECOFIN, 2011
- Training workshop on engendering EDPRS and UNDAF processes by ONEUN, 2011
- Training in Human Rights- BASED Approach and Results- Based Management by UNICEF, 2011
- Data collection methodology and strategies for household questionnaires administration, 2008 & 2009

Facilitated various professional trainings that include (but not limited to) the following:

- Monitoring and Evaluation Capacity Strengthening for effective Results-based programming Project by RMEO & UNICEF Rwanda, 2023
- Every year District Imihigo Evaluation and Quarterly Imihigo Monitoring
- Training session on EDPRS2 Elaboration in Districts of Northern Province and Districts of City of Kigali, 2012 & 2013

WORK EXPERIENCE

From December 2023 –up to date **Monitoring and Environment Specialist**

Employer: Rwanda Environment Management Authority (REMA:

www.rema.gov.rw).

Main Responsibilities:

- Develop the overall framework for the implementation of an M&E of the project activities in accordance with the project document and its annexes.
- Conduct readiness assessment regarding M&E within the Project Team by clarifying M&E responsibilities of different project personnel;
- Lead the creation of a culture of evidenced-based decision-making within the Project Implementation Unit and SPIU;

- Providing the knowledge management system for the project that will document lessons learned, insights, best practices, results and impacts;
- Prepare consolidated M&E reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations;
- Check that monitoring data are discussed in the appropriate forum (such as National Technical Advisory Committee meetings) and in a timely fashion in terms of implications for future action. If necessary, create such discussion forum to fill any gaps;
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;

From May 2014 to
December 2023

Data and Monitoring and Evaluation Specialist

Employer: City of Kigali (Municipality of the Capital City of Rwanda: www.kigalicity.gov.rw).

Main Responsibilities:

- Regularly monitored the implementation of the City of Kigali Strategic plan and ensured continuous alignment with national economic development policies;
- Carried out evaluation of Kigali strategic plan, while aligning implementation results to EDPRS & NST1 indicators;
- Designed and proposed City of Kigali M&E system
- Regularly documented achievements of City of Kigali in regard to strategic plan and action plans indicators.
- Liaised with the Planning office to refine performance indicators
- Analysed the reports on programs implementation and evaluated results of programs and projects
- Analysed statistical information to document M&E reports
- Evaluated the impact of the implementation of policies and programs
- Advised the City of Kigali on how to improve performance;
- Facilitated the set-up of a system of quality control.

Business or sector: Public Sector/Local Government

From May 2011 to April
2014

EDPRS M&E Facilitator for the Northern Province and the City of Kigali

Employer: Ministry of Finance and Economic Planning (MINECOFIN: www.minecofin.gov.rw).

Main Responsibilities:

- Assisted in preparation and finalization of District Development Plans as well as the City Development Plan;
- Followed up on implementation plans;
- Provided monthly briefing on status of priority actions relating to the implementation of District Development Plans and other strategic decisions including IDP recommendations, leadership retreat and others;
- Acted as a liaison focal point for MINECOFIN and sector interactions with Districts through sharing information obtained within the NDPR network

and giving early communication of important decisions made in the districts and at the Province level to Sectors;

- Compiled and maintain a database on the key indicators and their evolution over time within Districts;
- Prepared quarterly reports on implementation of the EDPRS 2 for the attention of City of Kigali and Northern Province Senior Management highlighting any key challenges and proposed solutions;
- Provided support to the Northern Province, City of Kigali and Districts to ensure they understand clearly guidelines and communications provided by MINECOFIN

Business or sector: Public Sector/Central Government& Local Government

LANGUAGE SKILLS

Mother tongue(s) KINYARWANDA

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C1	C1	B1	B1	C1
FRENCH	C1	C1	B1	B1	C1
SWAHILI	C2	C2	C2	C2	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills ▪ Good communication skills gained through my experience while arranging communications about program implementation reporter

MEMBERSHIP TO PROFESSIONAL ORGANIZATIONS

- Member of the Rwanda Monitoring and Evaluation Organization (RMEO) - served on the Executive committee.

REFEREES

Available under request