

CURRICULUM VITAE

Personal Details

Name: **NGALA MERCY LEMYE**
Gender: **Female**
Date of Birth: **03/08/1976**
Status: **Married**

Nationality: **Cameroonian**
Address: **+237677371687**
Email: mercylemye@gmail.com
Skype address: Ngala Mercy Lemye

Profile

*A dedicated and motivated professional with experience in the domain of Development, Humanitarian Program Interventions, Public Health, and Hygiene in not-for-profit organizations. Innovative and motivational **Public Health Specialist** with **strong background in data analysis, management principles and practices**. Exceptionally good in project planning, implementation, **monitoring, and evaluation**.*

SKILLS DEVELOPED and SUMMARY ROLES AND RESPONSIBILITIES PERFORMED OVER THE YEARS IN BOTH LOCAL AND INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS IN HUMANITARIAN INTERVENTIONS (ACTION AGAINST HUNGER, INTERSOS, DANISH REFUGEE COUNCIL, CAMSEE)

- Development of **new project/program proposals** for different sectors- Education in emergencies, WASH, Protection, Child Protection, Food Security and Livelihood, Economic Recovery and Emergency response, WASH), **concept notes, project designs**.
- Development and composing all necessary annexes for project proposal writing (Implementation strategies, Project workplans and activity plans, budget development and budget narratives)
- Development of **MEAL SYSTEMS and other MEAL annexes** (Project logframes, MEAL PLANS,).
- Participating in Project kick-off meetings highlighting succinctly project goals, outcomes (strategic objectives), and how these will be measured, Project output and input and activities.
- Under the direct supervision of the Program Coordinator and the Head of Programs worked in close collaboration with Project Managers in the planning and implementing program activities and achievements.
- Ensured quality project implementation and progress monitoring of programs and achievements.
- Ensured the timely consolidation, editing and submission of high-quality donor reports, in adherence to set standards and donor obligations (guidelines and deadlines).
- Ensured the proper functioning of the Feedback, complaints, and response mechanism (FCRM) to ensure the voices of those receiving aid are heard and to improve the quality of services and the effectiveness of humanitarian programs and to build trust between the organization, communities, and stakeholders.
- Preparing of TORs for evaluations both external and internal evaluations and surveys.
- Engaging with stakeholders and Donors (**WFP, UNHCR, WHO, ECHO, BHA, SDCS, CDC, DANIDA, UNICEF, ACEFA etc**)
- Participated in relevant stakeholder meetings and several coordination clusters (Protection, Food security, Gender based violence, WASH, Economic Recovery Clusters)
- Capacity building of program teams, MEAL teams on project management, project management cycle, MEAL activities of the project management cycle, feedback and complaints mechanisms strategies and how it should be rolled out in the communities and the various channels of getting feedback and how to address feedback, Code of conduct, PSEA reporting etc).
- Monitoring workplans, budget and expenditure in close collaboration with the finance department and financial verification.
- Contributed to the development and maintenance of project appraisal tools and project monitoring tools (regularly updating PAT and PMT) and project log frames of ongoing projects.
- Consolidating and finalizing donor reports, internal reporting including situation updates and project proposals including quality checks of donor reports in conformity with original proposals, donor and reporting requirements, and compliance with result-based management.
- Coordinating project closure processes and ensuring all required donor annexes and documentation are prepared and are of high quality.

- Capitalization of knowledge, capture and dissemination of lessons learnt, and good practices related to programs, cross-cutting issues and operations which will feed into Program reviews and planning activities.

Employment History

From: - 30th APRIL 2023 -Date

Position: CONSULTANCY POSITIONS and TRAININGS

Employer: Cameroon Society of English-Speaking Evaluators

Nature of employer's business: National Voluntary Organization dedicated to promoting monitoring and evaluation (M&E) culture in Cameroon.

Brief Description of duties

- Consultancies in **education in emergency response, Health and Nutrition, WASH, Food Security, economic recovery activity**, and socioeconomic programs; working with different Civil Society Organizations in the collection and analysis of relevant data on programs being implemented.
- Coordinating with various stakeholders, government authorities, local NGOs, CSOs, INGOs and various sectoral clusters on humanitarian response and the sustainability of durable solutions in conflict crisis settings
- Trainings on **Resource Mobilization, proposal development** and **theory of change** and development of terms of reference (TOR) for evaluations.
- Strengthening strategic communication and coordination with CSOs, some government institutions.
- Capacity building, coaching, and mentoring of young professionals in the field of development, Monitoring and Evaluation.
- Strategizing on the implementation, nurturing, and evaluation culture in both private and public institutions in Cameroon.
- Training on Monitoring and Evaluation processes and activities and data collection, analysis, and management on the sustainable development goals.
- Training on quantitative and qualitative data collection methodologies and analysis and reporting using **softwares POWER BI, STATA, SPSS (Quantitative data analysis) and NVIVO (Qualitative data analysis)**.
- Carrying out external evaluations of ended projects that have been implemented by different INGOs under different donors.
- Trainings on developing data collection tools using kobo toolbox and developing questionnaires using **XLS forms** for uploading on kobo account and the management of beneficiary databases.

Employment History

From: - 27th JANUARY 2023 -30 APRIL 2023

Position: TEAM LEADER MONITORING, EVALUATION, ACCOUNTABILITY and LEARNING (MEAL)

Employer: DANISH REFUGEE COUNCIL BUEA CAMEROON

Nature of employer's business: International Non-Governmental Organization (INGO)

Brief Description of duties

- Ensured MEAL requirements of the donors during proposal development, such as mandatory donors' indicators and annexes are of good quality.
- Supported in the Strengthening of DRC program quality and provided technical guidance to MEAL Colleagues.

- Monitored and communicated progress achievements of each outcome indicator per sector/department (EREC, PROTECTION, CHILD PROTECTION, GENDER BASED VIOLENCE.)
- Supported in the development of Project Frameworks and MEAL protocols (log frames, MEAL Plans in pursuit of high impact and cost-effective program strategies and activities).
- Coordinated project kick-off meetings, review meetings and close-out meetings to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects and programs.
- Contributed to the development and maintenance of project appraisal tools (Regularly updating Project Management Tools) as well as project log frames of the ongoing projects.
- Managed thorough joint cross-sectoral assessments, evaluations, baseline and endline studies.
- Developed and updated continuously accountability strategy and supported/lead in the implementation of program wide feedback and complaints response mechanisms (F-CRM Roll Out Campaigns)
- Regular **updating of monitoring plans for all DRC projects** (Protection Monitoring, FSL-Food Security and Livelihood, **ECREC-Economic Recovery** and Child Protection)
- Participated in the direct monitoring of program activities such as distributions, voucher redemptions, conducting PDMs etc. in line with M and E plans.
- **Management of various databases including Protection Monitoring database, FSL Database, Emergency response database, PDM databases, F-CRM Databases, Other MEAL Evaluation databases.**
- Regularly supported in the presentation of key findings to the Senior Management Team for further developments.
- **Production of dashboards using both excel and Power BI, development of data collection tools on kobo as well as the XLS Kobo Forms, developing different types of Maps for the various DRC Intervention areas in the different bases.**
- Supported in capacity building of staff on qualitative and quantitative data collection methodologies, data cleaning and analysis and use, research methods, field surveys, sampling methods and the suitable research methods to use in our interventions.
- Worked in collaboration with financial colleagues in monitoring MEAL budgets and expenditures and to ensure the right budget lines for MEAL activities are being used.
- Developed implementation strategies for MEAL department in the proposal narrative report writing.
- Coordinated the activities of DRC's implementing partners (LUKMEF, Grace Chin, Reach Out. ROYALTY WORLD) ensuring the terms in the Memoranda of Understanding (MoU) are being respected.

ACHIEVEMENTS

Part of the team that had;

- **Over 4500 protection incidences** recorded.
- **Over 2000 responses provided through** psychosocial support, SNF (Specific Needs Fund), IPA (Individual Protection Assistance) and provision of NFIs and medical attention through referrals.
- **Over 2000 cases managed through our GBV experts and Case Management Officer.**
- **Distributed food vouchers to 22,100 beneficiaries in many hard-to-reach communities in the Southwest Region of Cameroon in a BHA project.**
- **OVER 500 beneficiaries supported with Income Generating Activities interventions (IGA).**

Employment History

From:- 11 JANUARY 2022 – JANUARY 2023

Position: MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING OFFICER (MEAL OFFICER).

Employer: DANISH REFUGEE COUNCIL BUEA CAMEROON

Nature of employer's business: International Non-Governmental Organization (INGO)

Brief Description of duties

- Supported in the development of Project Frameworks and MEAL protocols (log frames, MEAL Plans in pursuit of high impact and cost-effective program strategies and activities).
- Ensured MEAL Systems have harmonized and standardized procedures across different areas of intervention.
- Supported in the development and maintenance of project appraisal tools (Regularly updating Project Management Tools) as well as project log frames of the ongoing projects.
- Managed joint cross-sectoral assessments, evaluations, baseline and endline studies.
- Developed and updated continuously accountability strategy and supported/lead in the implementation of program wide feedback and complaints response mechanisms (F-CRM Roll Out Campaigns)
- Participated in the direct monitoring of program activities such as distributions, voucher redemptions, conducting PDMs etc in line with M and E plans.
- Ensured and updated the development of appropriate monitoring, tracking, and reporting systems, tools, and templates that enhance monitoring of program outputs and quality, generate quality evidence on program outcome and promote and ensure use of data for decision-making processes.
- Designed and managed evaluations in compliance with DRC evaluation policy, from development of TORs to advising management on approval of final reports, to dissemination of evaluation.
- Ensured the timely **statistical analysis of data** from the different projects PDM data, monitoring data (Incident Tracker, P21HH data, P21KII data, monthly, quarterly, annual analysis, distribution monitoring data and other evaluation data such as CBPCS, PFP, Positive parenting, ESNFI PDM DATA, FSL PDM DATA, IGA Initial Assessment data etc.

ACHIEVEMENTS

Part of the team that had;

- **Over 4500 protection incidences** recorded.
- **Over 2000 responses provided through** psychosocial support, SNF (Specific Needs Fund), IPA (Individual Protection Assistance) and provision of NFIs and medical attention through referrals.
- **Over 2000 cases managed through our GBV experts and Case Management Officer.**
- **Distributed food vouchers to 22,100 beneficiaries in many hard to reach communities in the South West Region of Cameroon in a BHA project.**
- **Distributed ESNFI (emergency and shelter non-food items both in kind and through vouchers) to 33,300 beneficiaries in the communities of Ediki, Mabonji, Small Ekombe, Kosse and Mabeta Njanga, Diffa, Likoko, Lilale, Munyenge. (ECHO, SDC, CDCS, DANIDA PROJECTS)**

From: - To: 05 JANUARY 2021 – DECEMBER 2021

Position: MEAL OFFICER NOSO PROJECTS

Employer: INTERSOS (UNHCR, WFP and WHO PROJECTS) BUEA -- CAMEROON

Nature of employer's business: International Non-Governmental Organization (INGO)

Brief Description of duties:

- Development and implementation of the (PAT) Project appraisal tool (the BI-Basic Information, MP-Monitoring Plan, P&A-Performance and achievement plan, PP-Procurement Plan, FP-Financial Plan, ORAF-operational risk assessment Framework).

- Coordinated the preparation and updating of all project monitoring and evaluation plans.
- Developed and ensured the regular updating of the project's indicator database and monitoring plans for all projects.
- Lead and supervised the development and updating of MEAL tools as needed and the collection and analysis of process data to monitor project activities.
- Coordinate the development of the Monitoring, evaluation, accountability and learning strategy of all projects.
- Tracks relevant indicators to monitor and evaluate the implementation process and performance on a regular basis to alert the Program Manager of any gaps in achievements to be stepped up or filled.
- Development of data collection and capitalization tools; project logframes and MEAL plan.
- Reporting on project indicators and statistics and providing support to ensure project data is stored in a manner that preserves confidentiality of respondents and data protection specifically of sensitive data.
- Ensured **project accountability** through satisfaction surveys and **complaints committees for feedback through well-established channels.**
- Guaranteed an optimum level of technical quality during implementation of activities.
- Participated in the Planning and monitoring of the budget and expenditures and accountable for monthly justifications.
- Planning and executing **Post Distribution Monitoring (PDMs), Baseline/Endline surveys** to ascertain gaps and level of beneficiary satisfaction in all targeted communities periodically and writing succinct PDM reports of good quality and standard and other MEAL reports.
- Taking part in Weekly and Monthly coordination meetings with the DONOR – **UNHCR, UN WFP**, and the Food Security Cluster Meetings.
- Ensured organization **SAFEGUARDING POLICIES** are implemented to curb safeguarding related harms perpetrated by staff, other NGO workers, volunteers and community focal points..

ACHIEVEMENTS

Part of the team that had;

- **Over 18000 protection incidences** recorded.
- **Over 8000 responses provided through** psychosocial support and provision of NFIs and medical attention through referrals.
- **Over 8000 cases managed through our GBV experts and case management supervisors.**
- Distributed over **2789.0636MT** of food commodities to 40,000 beneficiaries (disaggregated by age and sex in 11 Communities in **Meme and Fako from May 2020 to March 2021.**
- **Distributed over 100MT of super cereal to PLW and Children 6-23months from May 2020 to March 2021 for the Nutrition Program.**
- Received and resolved over **3500 complaints** through the Complaints and Feedback Mechanism (CFM) and Suggestion Boxes.
- Had an above **80% coverage** of the activities earmarked for the Food Assistance and nutrition programme to vulnerable IDPs of Fako (Muyuka Subdivision specifically) and Meme (Kumba 3 Subdivision)
- Over **15,000 children, Pregnant and lactating mothers** being screened for malnutrition.
- Ensured that all accountability tools are implemented at all stages of the project and ensured their optimal functioning.
- Ensured that beneficiaries' opinions and suggestions on project activities are considered (**Accountability to Affected Populations**)

From: - To: **SEPTEMBER 2020 – DECEMBER 2020**

Position: **DISTRIBUTION OFFICER**

Employer: **INTERSOS-WORLD FOOD PROGRAM (WFP) BUEA – CAMEROON**

Project: FOOD SECURITY & LIVELIHOOD

Nature of employer's business: International Non-Governmental organization (INGO)

From: - To: 05 May 2020 – AUGUST 2020

*Position: **DISTRIBUTION SITE SUPERVISOR***

Project: FOOD SECURITY & LIVELIHOOD

*Employer: **INTERSOS-WORLD FOOD PROGRAM (WFP) BUEA -- CAMEROON***

Nature of employer's business: International Non-Governmental organization (INGO)

ACHIEVEMENTS

Part of the teams that;

- Carried out monthly regular distributions of food assistance (General food distribution in-kind and Plumpy nuts for the Nutrition program) to 40,000 beneficiaries in Muyuka Subdivision (Munyenge, Bafia, Owe, Ikata, Ekona, Banga, Malende) and Meme division communities (Ntam, Mabanda, Kompenda and TEKE).
- Attended to 3256 pregnant and lactating women and children enrolled in the nutrition program in same communities.
- Ensured beneficiaries received their right entitlements (Matrix tons of food commodities) according their family sizes as profiled per distribution list/beneficiary cards.

From: - To: 24 September 2019 – 28 February 2020

*Position: **Data Manager, Monitoring and Evaluation -- Humanitarian Assessment Team***

*Employer: **ACTION AGAINST HUNGER BUEA -- CAMEROON***

Nature of employer's business: International Non-Governmental organization (INGO)

Brief Description of duties:

- Supported the **Program Manager** in submitting data and results on time to monitor project progress and to indicate early warnings and provided learning opportunities to improve on project implementation.
- Conducting multisectoral needs assessments in all sectors including WASH, Health and Nutrition, food security and livelihood, protection, economic recovery.
- Lead and supervised the development and updating of M and E tools as needed and the collection and analysis of process data to monitor project activities.
- Develop a coordinated approach to data collection and sharing of results both internally and externally with team and externally with stakeholders.
- Develop and implement quality assurance procedures for data collection to ensure data accuracy and the validity and reliability of monitoring data and results.
- Track, analyze and produce comprehensive and succinct reports and documentation on indicators and measures.
- Creating and **maintaining records of information collected** making sure they are kept safe for easy retrieving.
- Performed **data entry** task and ascertained that any data updates are properly punched into the data base system on a regular basis.
- Carried out **data analysis and report writing** of all the assessment activities vis a vis household rapid needs assessment, post distribution monitoring, weekly/monthly reports, and end of project report of evaluation activities liaising with Supervisor and Program Manager.
- Carrying out WASH Activities including, conducting assessments to identify WASH needs and gaps, developing and implementing plans to improve access to clean water, sanitation, and hygiene, developing SMART WASH Indicators during Protocol development/Proposal writing, monitoring, and evaluating the effectiveness of WASH programs and making recommendations for improvement, conducting training sessions for community members on proper hygiene practices and sanitation.

ACHIEVEMENTS

Part of the teams that;

- Distributed a total of **3756 Wash kits** to beneficiaries in **Meme and Fako**
- Carried out a total of **1103 rapid needs household assessments** and **over 30 PDM activities**.
- Had an above **80% coverage** of the activities earmarked for the **emergency health intervention project**, with a total of **9045 consultations** carried out.
- Total of number of **875** people including children sensitized on cholera prevention.
- Participated in the **design and planning phase** of the emergency health intervention project for **2020**.

From: - To: 02 September 2014 – November 2018

Position: Public Health Department – Assistant Programs Supervisor

Employer: Maflekumen Community Health Society

Nature of employer's business: Not for Profit Organization (NGO)

Brief Description of duties:

- Supports in the monitoring and implementation activities to ensure program results are achieved.
- Monitors, provides guidance, and oversees results of programs funded through grants and other mechanisms to accomplish strategic objectives.
- Carrying out Project Proposal Appraisals and designing research protocols
- Carrying out Logical framework analysis (Logframe Approach) of project (use to develop the overall design of a project, to improve the **project implementation, monitoring and periodic evaluation**)
- Analyzing research data using statistical softwares like Epi-Info and SPSS and writing reports and interpretations of the results.

- Planning, organizing, implementing, coordinating, and monitoring results for program activities.
- Assist in the development and implementation of new activities for Malaria and HIV/AIDS prevention, care and treatment.

Achievements

- Improvement in the methodology for the achievement of the organization's goals and objectives.

- Development of a Behavior Change Communication tool on Malaria and HIV/AIDS, voluntary counseling and testing, adherence to treatment as well as bed net use for malaria prevention.

From: - To: 07 January 2014 – 30th August 2014

Position: INTERN (MPH Internship)

Institution: Regional Delegation of Public Health South-West, Buea- Cameroon

Brief Description of duties:

- Participated in the design and development of Public Health policy for governmental and non-governmental agencies in the following programs: NTDs, Malaria, Health/Nutrition, WASH, Tuberculosis, HIV etc.
- Assisted in establishing and maintaining an effective and efficient records management and archiving system.
- Generated reports and responses to inquiries regarding entered data as requested.
- Compiled monthly summary reports and submitted them to the M and E Officer and Data Analyst.
- Filed data and source document received from medical staff.
- Prepared and sorted data received from the various Health Services and identified forms that needed to be identified for data analysis.
- Participated in the development and implementation of community-based interventions like NIDS (National Immunizations Days against Polio) and advocacy for neglected tropical diseases (NTDS).
- Participated in the planning meetings for the NIDS, implementation in communities' i. e. carrying out

- Supervised the implementation of NIDs activities in the various Health Districts and as well participated in the evaluation meetings.

Achievements

- Leadership and management skills empowerment
- Personal improvement in the methodology of work (Professional skills development)
- Part of the team that had a 100% coverage in the national immunization days against Polio in Fako.

EDUCATION HISTORY

Period	Degree	Level	Awarding Institution	Country
2022-Date	PhD PUBLIC HEALTH (ONGOING)	Ph.D	University of Buea	Cameroon
2012-2014	MPH (Master of Public Health)	Masters	University of Buea	Cameroon
2014-2015	Project Planning, Implementation, Monitoring and Evaluation	DIPLOMA	PAN AFRICAN Institute for Development PAIDWA-Buea	Cameroon
1998-2000	M. Sc. Microbiology	Masters	University of Buea	Cameroon
1994-1997	B. Sc. Biochemistry	B. Sc.	University of Buea	Cameroon
1992-1994	GCE Advanced 3 Subjects	Advanced Level	Cameroon GCE Board	Cameroon
1988-1992	GCE Ordinary 9 Subjects	Ordinary Level	Cameroon GCE Board	Cameroon

PROFESSIONAL AND PERSONAL DEVELOPMENT

Course Title	Awarding Institution	Status
QGIS Developing maps	IMMAP CMR	Completed
KOBO	IMMAP CMR	Completed
Database Management	IMMAP CMR	Completed
Fundamental of Field Surveys	International Federation Red Cross	Completed
SAFEGUARDING ESSENTIALS	KAYA Humanitarian Leadership Academy	Completed
Accountability to Affected Populations, Feedback Mechanisms and LEARNING	KAYA Humanitarian Leadership Academy	Completed
M & E Fundamentals	Measure Evaluation	Completed
Data Demand and use	Measure Evaluation	Completed
Geographic Approach to Global Health	Measure Evaluation	Completed

M & E Framework for HIV/AIDS Programs	Global Health eLearning Centre	Completed
Data Quality	Global Health eLearning Centre	Completed
GIS Technique for M & E of HIV/AIDS an related programs	Global Health eLearning Centre	Completed
Addressing Equity and Health	Global Health eLearning Centre	Completed
MEALDPro (Monitoring, Evaluation, Accountability and Learning for Development Professionals)	KAYA- Humanitarian Leadership Academy/Humentum/Catholic Relief Services	ONGOING
BSAFE	United Nations Department of Safety and Security (UNDSS)	Completed
PMD PRO (Project Management)	Kaya- Humanitarian Leadership Academy	ONGOING
Planning for Monitoring and Evaluation	PHILANTROPY UNIVERSITY	Completed
Project Management Fundamentals	PHILANTROPY UNIVERSITY	Completed
Data Collection, management and Data use	PHILANTROPY UNIVERSITY	Completed

References

ISMAILA OUMAROU; ismailaoumarou2017@gmail.com 650853392, MEAL SPECIALIST; MEAL Manager Danish Refugee Council Cameroon.

Delvis Fru; N.Fru-Delvis@uea.ac.uk, +447383827372, Impact Assessment consultant and Data Base Manager.

Ngondzana Tikum Michel: ngodzana0@gmail.com, 69821837/679405124, Data Analyst/Statistician Information Manager Officer **INTERSOS** NSW Projects.