

# RAMI ALI ASSAAD

Date of Birth: 17 December 1996

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## PROFESSIONAL SUMMARY

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- Master's degree in **Program Evaluation and Data Analytics** from Arizona State University.
- Civil and Environmental Engineer graduated from Beirut Arab University
- Possess the expertise to strategically **plan project monitoring and evaluation** activities.
- Excel in team management, overseeing data collectors, and coordinating all data collection efforts.
- **Data Analyst** skilled in managing and evaluating project data to support evidence-based decisions.

## EDUCATION

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Date of attending	Degree	University/School	GPA
Jan. 2021 – Dec.2022	<b>M.S. in Program Evaluation and Data Analytics</b>	Arizona State University	3.79
Sept. 2014- June 2019	<b>B.S. in Civil &amp; Environmental Engineering</b>	Beirut Arab University	3.24
Sept. 2012- July 2014	<b>Lebanese Official Baccalaureate in Life Science</b>	Beit Jala Secondary School	N/A

## PROFESSIONAL EXPERIENCE

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**March 2023 – Present**

**Senior MEAL Officer – International Rescue Committee (IRC)**

*Sector: Non-Governmental Organization*

- Lead all Monitoring and Evaluation activities for implementing partners under the World Bank project, ensuring data quality and compliance with project objectives.
- Conduct MEAL Capacity Assessments for partners and develop tailored support and capacity-building plans based on identified needs.
- Analyze project data to generate insights that inform programmatic decisions, and oversee data management systems to ensure accuracy, consistency, and timely reporting.
- Design and establish partners' grievance and feedback mechanisms in line with accountability standards and donor requirements.
- Provide technical support in developing partners' logframes, indicators, means of verification, and targets aligned with the World Bank results framework.

**September 2021 – March 2023**

**MEAL Officer – Action Against Hunger (ACF)**

*Sector: Non-Governmental Organization*

- Manage casual workers, setting workplans and identifying resource needs
- Collect, analyze, and present quantitative and qualitative data through written reports and dashboards.
- Verify data accuracy via Quality Assurance protocols and cross-checking with other data sources.
- Regular oral reporting, debriefing and feedback to the MEAL Coordinator
- Inform beneficiaries about their rights, project objectives, and ACF's feedback and complaints mechanisms.
- Code, and upload assessments to ACF Kobo server

**July 2021 – September 2021**

**Senior MEAL Officer – Jafra Foundation for Relief and Youth Development**

*Sector: Non-Governmental Organization*

- Support the development of M&E plans, indicator matrices, and clear data collection plan
- Lead on all field data collection exercises.
- Planning and implementation of Baseline/Endline activities.
- Produce analytical qualitative and quantitative reports
- Conduct data analysis and disseminate data internally/externally Infront of the program manager/leading partner

**October 2020 – December 2020**  
*Emergency Response Project*

*MEAL Assistant - Medair*  
*Sector: Non-Governmental Organization*

- Support MEAL officer to develop M&E plans to monitor project/ program indicators under MEAL manager supervision and support, in compliance with donor, and MEDAIR standards and guidelines
- Familiarize with project/ program interventions, standards, guidelines and beneficiary selection criteria
- Support in developing design methodologies, tools, and surveys for post distribution monitoring (PDM) and other monitoring activities.
- Carry out data collection, analysis and drafting reports as part of PDMs and other monitoring activities
- Assist, and monitor casual labor on surveys, and data collection to ensure data quality
- Conduct regular monitoring visits to project/ programs sites and provide detailed monitoring reports.

**May 2020 – September 2020**      *Monitoring & Evaluation Officer –AL Moasat (Social Relief & Welfare Association)*  
*Sector: Non-Governmental Organization*

- Develop and refine various data collection instruments (both quantitative and qualitative), and maintain a results database, as well as data collection procedures logical framework, project performance tracking, indicators, data flow chart, M&E manuals, data collection template.
- Support the operations field team in their role to collect and enter data from participants through registration database and surveys.
- Serve as the primary point person for all monitoring and evaluation related work.

**August 2019 – April 2020**      *Project Assistant - Cesvi Foundation Onlus*  
*Sector: Non-Governmental Organization*

- Provide administrative and logistical support for Micro, Small and Medium Enterprises Support project.
- Provide project and operational support, including monitoring and reporting on project plans.
- Update and collate documentation and records in Cesvi's online webform.
- Conduct field visits to ensure the correct implementation of the project.
- Follow-up with procurement procedure in line with the adequate budget for items purchased for MSMEs.
- Follow-up with beneficiaries and assess the development of their projects.
- Attend and participate in capacity building activities

**May 2019 – August 2019**      *Data Collector - Cesvi Foundation Onlus*  
*Sector: Non-Governmental Organization*

- Administer vulnerability questionnaires using ODK/Kobo collect.
- Enter data in Beneficiaries Tracking Tool.
- Participate in assessments and data gathering exercise.
- Provide Cesvi's staff with inputs about specific candidates.
- Coordinate with Cesvi's team to ensure efficiency.

## **IT SKILLS**

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Strong skills in R Statistics software MS word, MS Excel, MS Power point, MS Outlook, Engineering software, Project management software (Primavera) and internet browsing.

## **LANGUAGES**

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**Arabic:** Native Speaker      **English:** Fluent in reading, writing, and speaking

**REFERENCES ARE AVAILABLE UPON REQUEST.**

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