

CURRICULUM VITAE
OPARE-DJAN, NANA (PhD)

1. Personal Details

Title : Dr.
Surname : OPARE-DJAN
Other Names : NANA
Address : P. O. Box YK 83, Kanda-Accra, Ghana, West Africa
Tel. : 00233 244 149954 / 00233 208132074
Email : nana.oparedjan@gmail.com
Sex : Male
Place of Birth : Larteh-Akuapem, Ghana
Nationality : Ghanaian
Languages : English (Advanced); French (Intermediate); Ghanaian: Akan - Akuapem, Asante, Akyem, Fante & Ga (spoken, written & read); Larteh (Mother-tongue); Hausa (Conversational).

Education :

16/10/1964 (60 years)	<ol style="list-style-type: none"> 1) PhD, Environmental Science, AIU, U.S.A, 2018. 2) MA, Adult Education, Univ. of Ghana, 2000. 3) Post-grad, Dip., Public Admin., GIMPA, 2000. 4) Barrister at law, Ghana School of Law, 2021. 5) Bachelor of Laws, University of Ghana, 2013. 6) BA, Pol. Sci. with Sociology, Univ.of Gh, 1991. 	<ol style="list-style-type: none"> 1) Ag. Director, M & E, NDPC, 2021 to 2024 2) Chief Analyst, M&E, NDPC 2014 to 2024. 3) Principal Planning Analyst, NDPC, 2011. 4) Senior Planning Analyst, NDPC, 2005 5) Planning Analyst, NDPC, 2001. 6) Assistant Director IIA, Civil Service, 1999 7) Assistant Director IIB, Civil Service, 1994.
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- possess excellent communication skills - oral and written as well as being creative, innovative and able to work independently with little supervision, nonetheless a skillful team player.
- hard working, self-motivated development planning professional who exhibits lots of enthusiasm, shows drive and initiative with maturity and sound judgment to surmount difficult challenges.
- gained adept resource mobilisation and fundraising strategies learnt on-the-job including: marketing communication approaches-presentations to tell stories more vividly; peer-to-peer fundraising;
- Other fundraising strategies acquired are:
 - adoption of crowd sourcing techniques,
 - prospect research; and
 - dynamics to reach out to development partners in new market places;
- acquired computer literacy skills and
- ability to design and coordinate programmes, monitor progress of implementation and evaluate impact and prepare progress reports.

2. Areas of Expertise

Development Evaluations:

- Led a technical staff team to conduct a Mid-term evaluation of the MTNDPF, 2018-2021, *Agenda for Jobs*.
- Led a team of evaluators to conduct a citizens' assessment of ECOWAS Vision 2020 - Regional Strategic Framework (RSF), 2011-2015) and the Community Strategic Framework (CSF), 2016 to 2020) for MFARI.
- Co-led a team of evaluators to conduct a Joint-Donor-Partner-Evaluation (PDE) (2007-2017): Denmark-Ghana for Danish Embassy and GoG.
- Co-led a team of assessors to evaluate bid documents (technical & financial) of 5 companies who tendered to conduct the Denmark-Ghana Joint Partner Donor Evaluation (JPDE) from 2007-2017 for Ministry of Foreign Affairs and Development Cooperation.
- Led a team of assessors to evaluate bid documents (technical & financial) of 7 companies for MiDA/ODA to engage some power-subsector companies under COMPAC 2 in Accra, Ghana.
- Led a team of assessors to evaluate bid documents (technical & financial) of 5 companies that tendered to conduct an assessment of Ghana Power Sector using CAPSCAN tool in Accra, Ghana.
- Led a team of assessors to evaluate bid documents (technical & financial) of 2 companies that tendered to conduct an Environmental/Social Safeguards Compliance Assessment Audit & Prod. of Video Documentary.

- Led a team to evaluate the Children & Economics Budget Advocacy (CBA) programme for SC. UK, Ghana.
- Managed the terminal evaluation for NDPC of the Basic M&E skills training at all levels of Governance.
- Managed the evaluation for NDPC of citizen's perspective of the Capitation Grant Programme.
- Managed the evaluation for NDPC of citizen's perspective of the National Health Insurance Scheme.
- Managed the evaluation of Citizen's perspective: Ghana Poverty Reduction Strategy (GPRS) for NDPC.
- Managed for NDPC the Poverty & Social Impact Analysis (PSIA) to assess the consequences of some government policy reforms-petroleum pricing, microcredit services, etc. on the poor and vulnerable under the Ghana Poverty Reduction Strategy (GPRS I: 2002-2005).
- Co-managed for NDPC & CANADA-DfATD the Mutual Accountability Framework (MAF).
- Managed for NDPC & DAC/EvalNet the Ghana Country Case Study (GCCS) of the CPDE.
- Managed for NDPC the Joint Agenda for Strengthening Monitoring, Evaluation & Statistics (JASMES).
- Co-led a study into sources of funding for water and sanitation in Ghana for European Union.
- Co-managed for GHAMFIN & Sinapi Aba Trust (SAT) the evaluation of the microfinance programmes.
- Managed for Lower Pra Rural Bank Ltd. the impact evaluation research of the *Credit with Education (CWE)*.
- Led a team to conduct behavioral studies of consumers for Unilever Ghana Ltd, Pioneer Tobacco Co. Ltd and Kumasi Breweries Ltd into consumers' attitudes towards products - detergents, alcoholic beverages, cigarettes.

Drafting & reviewing memos, policies & legislations

- Memorandum of Understanding on the Cooperation Framework of China's Economic Belt & the 21st Century Maritime Silk Road Initiative between Government of China & Govt. of Ghana.
- National Public Policy Formulation (NPPF) Guidelines for NDPC.
- Legal Aid Policy for the Legal Aid Commission.
- National Monitoring & Evaluation Policy (NMEP) for NDPC / Ministry of M&E.
- Local Government & Municipal Finances Bill for Min. of Local Government & Rural Development.
- Affirmative Action (Gender Equality) Bill for Ministry of Gender, Children & Social Protection.
- Consolidated Local Governance Bill for Ministry of Local Government & Rural Development.
- Landuse and Spatial Planning Bill for Ministry of Environment, Science, Technology and Innovation.
- Water Resources Commission Bill for Water Resources Commission.
- Ghana Housing Authority Bill, 2022 / Draft Rent Bill, 2022
- Land Bill for Lands Commission.
- National Development Planning Commission Regulations, 2020 (L.I. 2402)
- National Development Planning (System) Regulations, 2016 (L.I.2232)
- Northern (Savannah Accelerated) Development Authority's Regulations.
- Landuse and Spatial Planning Regulations for NDPC & Landuse & Spatial Planning Authority.
- National Labour Commission Regulations, 2006 (L.I. 1822)/Labour Regulations, 2007 (L.I. 1833)

Academic dissertations, research projects, articles & papers published

- (2018 to Date) Edited and proofread academic and research work, thesis, dissertations, manuscripts, books, conference proceedings, essays, coursework, letters, business proposals for journals in the field of arts, humanities, pure sciences agricultural, education, management and environmental sciences of tertiary students.
- (August 2018) Atlantic International University (AIU) – PhD Thesis - A critique of a Legislative Instrument-National Development Planning (System) Regulations, 2016 (L.I.2232). Are these Regulations the panacea for the enforcement of compliance to consolidate decentralized planning in Ghana?
- (December 2000) University of Ghana, Legon – MA Thesis - 'A Study of Lower Pra Rural Bank's Poverty Reduction and Non-Formal Education Programme: *Credit with Education*'.
- (July 2000) GIMPA-PG. Dip. in Public Admin- An evaluation of the impact of Kraban Support Foundation's micro credit programme *TEACH* on small scale women entrepreneurs in the AMA of the Greater Accra Region'.
- (September 1991) University of Ghana, Legon-Dept. of Pol. Sci.- BA Dissertation - State Enterprise and State Divestiture in Ghana: A Case Study of Tema Shipyard and Dry-dock Corporation.

- (February 2014) Seminal Paper edited by Prof. Imoro Braimah, Provost, Dept. of Planning, Kwame Nkrumah University of Science and Technology. “*The Constitutional Review Commission (CRC) in Ghana made certain far-reaching recommendations with regard to the need to adopt perspective or long term planning in Ghana as a constitutional requirement. The Government White Paper rejected the recommendation. This is a clear case of technical rationality versus political rationality*”. Article submitted to Ghana Institute of Planners (GIP) for admission into membership, Accra, Ghana.
- (2002-2004) Co-Author - *Handbook for District Development Plan Sustainability Appraisals: Strategic Environmental Assessment (SEA)*. Published by National Development Planning Commission & Environmental Protection Agency, Accra, Ghana.
- (March 2008) CGAP Occasional Paper Series Managing Delinquent Loans of Male clients. The experiences of Kraban Support Foundation. Accra, Ghana. (www.microfinancegateway.org)
- (Nov. 17-28, 2008) Proceedings at White Sands Hotel, Dar-es Salaam, Tanzania. A seminar on Microfinance: Building Supportive Legal and Regulatory Frameworks for Inclusive Financial Sectors in the East Africa Region, *Microfinance Sector in Ghana*. (www.microfinancegateway.org).
- (January 10-11, 2008) Proceedings at the 3rd Microfinance Forum organised by the Faculty of Social Sciences, University of Cape Coast. Microfinance Product Development in Ghana. *The innovative and unique dimensions of Kraban Support Foundation’s micro-loan products*. Published by PentVars Journal, 3rd series: April - June 2008 edition, Pentecost University College, Accra, Ghana/ www.microfinancegateway.org.
- (July 13, 2006) Proceedings at the 3rd African Finance Journal Conference (AFJ) organised by the University of Ghana Business School (UGBS) & University of Stellenbosch, South Africa. *The Role of Financial NGOs in the development of Micro, Small & Medium Enterprises in Ghana. Myths and Realities*. Fiesta Royale Hotel, Accra, Ghana. [(3rd AFJ Conference Proceedings, UGBS, August 2006) (www.microfinancegateway.org)].
- (15th March 2006) Proceedings at the 11th Africa Training Course on Local Regional Development Planning and Management - February 13 to March 17 2006. *Monitoring and Evaluation of Projects in Ghana. Country Case Paper*. Africa Institute of Capacity Development (AICAD), Jomo Kenyatta University of Agriculture & Technology (JKUAT), Juja, Kenya (11 ATC Completion Report/www.aicad.or.ke).
- (January 5-6, 2006) Proceedings at the 1st Micro-Finance Forum organized by the Faculty of Social Sciences, University of Cape Coast, Sasakawa Centre. *Practices and Way forward for Capacity Building – Comparative Linkage Approaches of 2 Financial NGOs in Ghana: Freedom from Hunger and Kraban Support Foundation* (www.microfinancegateway.org)
- (June 24-28, 2002) Proceedings at De Doelen Conference Centre Rotterdam, the 30th International Conference on Social Welfare organized by the Netherlands Institute for Care and Welfare, The Netherlands. Policy Direction for Improving Micro financing in Ghana - Suggestions from a Development *Practitioner’s Perspective*.(www.microfinancegateway.org).

Capacity development, skills building and training sessions facilitated

- Sworn-in-member of Middle-Belt Development Authority (MBDA) with responsibilities for Project Development and Legal & Corporate Partnership subcommittees since October 2022 to date.
- Co-facilitator, Post-2021, Post-2019 & Post-2018 Budget workshops discussions for Parliament of Ghana as a Discussant, under the theme: *'Review of Sector Budgets. What to consider'*.
- Co-facilitator, NDPC / *Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH* to upscale M&E training to localise SDGs in District Development Plans.
- Co-led the drafting of the National M&E Policy (NMEP) with Ministry of Monitoring & Evaluation (MoME), NDPC, GIMPA & GMEF.
- Co-led the preparation of NDPC Medium-term Development Plan (2018-2021) for NDPC.
- Co-Facilitator at the Parliamentary Training Institute (PTI) for mainstreaming SDGs into Sector Medium-term plans under the theme - the M&E approach to SDGs in Ghana.
- Co-facilitated the drafting of a Participatory Agreement for Metropolitan & Municipal Assemblies (MMAs) under the Greater Accra Resilient Integrated Development (GARID) Project to create a Joint Development Planning Area (JDPA).
- Co-facilitated the preparation of Ministry of Special Development Initiative (MSDI) Sector Medium-term Development Plan for 2018 to 2021.
- Resource person for the preparation of Sector Medium-Term Development Plans (2018-2021) of Ministry of Railway Development (MoRD).
- Lead Facilitator the preparation of Ministry of Communications (MoC) Sector Medium-term Development Plan (2018-2021)
- Lead facilitator for the review of SWAp M&E Indicators / 2018 -2019 for the Implementation of the Decentralisation Action Plan (DAP) for the Inter-Ministerial Coordinating Committee (IMCC)
- Lead Facilitator for the review of Sector Medium-Term Development Plans (2018-2021) Ministry of Interior (MINTER), Ministry of Youth & Sports (MOYS)
- Resource person for the preparation of Sector Medium-Term Development Plans (2018-2021) of Ministry of Defence (MoD).
- Lead Facilitator for the review of Sector Medium-Term Strategic Plan (2018-2021) of Public Procurement Authority (PPA).
- Resource Person for Quarterly M&E Review meetings of Ningo-Prampram District Assembly (NiPDA)
- Trained Parliamentary Committee on Poverty Reduction on *'NDPC's Planning role'*
- Facilitated an orientation workshop for MMDCEs on the National Development Planning (System) Regulations.
- Validated the Sector M&E Plan of Ministry of Employment & Labour Relations (MELR)
- Resource person for an M&E capacity building training session for GMEF & MLGRD.
- Facilitated the 2nd & 3rd Regional Ministers Conference of the 6th Gov't of the 4th Republic on the National Development Planning (System) Regulations.
- Conducted basic skills training in planning laws for non-professional planners who are members of the Ghana Institute of Planners (GIP).
- Served as a panel member for Ghana Institute to conduct professional exams & interviews for admission into membership of the professional planners' institute.
- Served as a panel member on Public Services Commission promotion interview for Director, M&E for the Ghana Standard Authority (GSA).
- Served as a promotion panel member on Ghana Social Opportunities Project (GSOP) interview for M&E Officer - Labour Intensive (GSOP) Public Works (LIPW).
- Served as a panel member for the Ghana Association of Financial NGOs (GHASSFIN) to recruit an Executive Secretary, Training Manager & MIS Manager for the Ghana Microfinance Institution Network (GHAMFIN).

- Served as a panel member for a promotion interview for staff of the Labour Department an agency of Ministry of Social Welfare (MESW).
- Served as a panel member for Ministry of Employment and Labour Relations (MELR) to recruit an M&E Specialist for the Jobs Creation and Skills Development Project.
- Played the role of an Assistant Examiner in marking Social Studies scripts at the Regional Conference Marking Centers at Kumasi and Takoradi for GCE Ordinary level for exams from 1992 to 1997 for West Africa Examinations Council (WAEC).
- Played the role of a script-checker. Vetted, collated, re-tallied and validated scores of exam scripts of GCE Advanced & Ordinary level students.
- Resource person for an M&E capacity building training session for West African Civil Society Institute (WASCI)
- Resource person for an M&E capacity building training session for Office of the President/Cabinet Secretariat for the DELIVER M&E Training for Policy Influencers
- Resource person for an M&E capacity building training session for Food & Drugs Authority (FDA) to establish M&E system for FDA.
- Resource person for an M&E capacity building training session for Ghana Investment Promotion Centre (GIPC) to established an M&E system for GIPC.
- Resource person for an M&E capacity building training session for Ministry of Trade & Industries (MOTI) to prepare an M&E Plan.
- Resource person for an M&E capacity building training session to train 150 staff from 36 MDAs in Basic M&E Skills under the Ministry of Finance Capacity Development Project.
- Lead resource person for an M&E capacity building training session to establish an M&E system for Ghana Revenue Authority (GRA).
- Lead Facilitator Ministry of Chieftaincy & Traditional Affairs (MCTA) M&E Plan and a Results Framework.
- Resource person for an M&E capacity building training session for Greater Accra Regional Directorate of Ministry of Agriculture to improve their Report Writing Skills and prepare an M & E Plan.
- Resource person for an M&E capacity building training session for Ministry of Gender, Children & Social Protection (MoGCSP) to prepare the Sector Work Plan (2014) & M&E Plan
- Served as a resource person under the Rural Agricultural Finance Project (RAFIP) for the training of member institutions of Ghana Association of Financial Non-Governmental Organisations (GHASSFIN).
- Played the role of a support facilitator for the institutional capacity assessment of MDAs with the use of the CAPSCAN tool

4. Computer competences:

Knowledge in standard industry softwares (ArcView GIS 2.3 & 8, QGIS, STATA, CartoDB, PeopleSoft ERP, etc.) for mapping technology; GANTT chart for project mangemnt; data visualization practices and analysis as well as Internet and Microsoft applications (Word, Excel, PowerPoint & Database Management, etc.)

5. Special Training

- May/June 2022 – **Executive Leadership Programme in M&E for Public & Private Sectors** organised by Institute of Social, Statistical and Economic Research (ISSER). University. of Ghana, Legon, Accra, Ghana.
- April 2022 – **Project Management training in M&E** organised by ECOWAS and facilitated by GIMPA Academy of Leadership and Executive Training (ALET) in Freetown, Sierra Leone.
- August 2017 - University of Witwatersrand, Winter School, Johannesburg, South Africa - **Development Evaluation Training Programme in Africa (DETPA) (Advanced Track)** - Organised by Centers for Learning on Evaluation and Results (CLEAR) Anglophone Africa (AA).
- March 2017 – Ghana Institute of Management and Public Administration (GIMPA) - **Parliamentary Oversight M&E Skills Training (Trainer of Trainer)** organised by GIMPA and CLEAR-AA.

- October 2016 - University of Cape Town, South Africa, Graduate School of Development Policy & Practice - **Evidence-based Policy making and implementation** organised by Twende Mbele.
- June 2015 - University of Copenhagen, Denmark, Danish Institute of Human Rights (DIHR) - **Human Rights Based Approach (HRBA) to Development Programming**.
- April 2014 - **Facilitation Techniques skills training**, facilitated by Nkum Associates Planning Consultancy Firm at Cape Coast, Ghana.
- Jan.- Feb. 2014 - Kwame Nkrumah University of Science and Techno (KNUST), Kumasi, Ghana **Basic Planning Skills** organised by Ghana Institute of Planners (GIP)/Department of Planning.
- July 2012 - University of Cape Coast - Faculty of Economics – **Training in Statistical Software & Management (STATA) tool** organised by Ghana Statistical Service.
- November, 2008 - Microfinance: **Building Supportive Legal and Regulatory Frameworks for Inclusive Financial Sectors** in the East Africa Region, Dar-es-salam, Tanzania.
- June 2008 - University of Ghana School of Law, **Basic Law Program**.
- July-August 2007 - International Training Centre (ITC), ILO, Turin, Italy **Microfinance Management**, organised by Boulder Institute of Microfinance Training, USA.
- October 2006 - **Project and Programme Management and Administration (PPMA)** organised by Management for Development Foundation (MDF) in Ede-Waginegen, The Netherlands
- July 2006 - **Organizational Development (OD) skills training**, facilitated by Nkum Associates Planning Consultancy Firm at Akosombo, Ghana.
- Feb-Mar 2006 - Jomo Kenyatta University of Agriculture & Technology (JKUAT), Kenya Local and **Regional Development Planning** at Africa Institute for Capacity Development (AICAD).
- September 2005 - Oxford Brookes, Department of Planning, University, UK - **Strategic Environmental Assessment (SEA)**.
- August 2004 – University of Ghana, Geography & Resource Development Department- **GIS-ArcView 2.3 & 8 software** facilitated by Centre for Remote Sensing and Geographic Information System (CERSGIS), Legon -Accra.
- June 2004 – University of Ghana Business School (UGBS) - **Public Policy Analysis**, organised by Centre for Management, Professional & Research Development (CMPRD), Legon.
- Jan-August 2004 - **Policy Formulation & Analysis, Project Planning, Monitoring Prices, Economic Projections and Environmental Analysis**, organised by Ministry of Finance, Accra.
- June 2003 - **Strategic Management of National Development**, facilitated by Caiquo & Associates Consultancy Firm at Lashibi, Accra.
- May 2003 - Ghana Institute of Management and Public Administration (GIMPA) **Senior Management Development Program & Monitoring and Evaluation of Development Projects**.
- April 2003 - **Poverty measurement & diagnostics using STATA Software**, organised by Ghana Statistical Service at GIMPA, Achimota.
- August 2002 - **Evaluating Micro Finance Programmes**, organised by GHAMFIN-SAT, Kumasi.
- March 2001 - **Business Development Program Design**, organised by W. Africa Trade Inst., Accra.
- July 1999 - Entrepreneurship Competency Skills Development, EMPRETEC Ghana, Accra.
- December, 1996 - **Grantsmanship**, organised by Gershowitz Grants Services, USA in collaboration with GIMPA, at Greenhill Campus, Achimota, Accra.

6. Work Experience

i) Current position- Ag Director, M&E Division (June 2021)

Responsibilities: -

- (2020, 2021, 2022) Coordinator, Development Evaluations & National Annual Progress Reports.
- (2021-2023) Co-led a team to prepare a rapid assessment report on enhancing domestic revenue mobilisation in Ghana.

- (2020 to 2023) Co-Coordinator of the Savannah Integrated Biodiversity Conservation Initiative (SIBCI) commenced by the Ghana Wildlife Society in collaboration with NDPC & EPA.
- (2020) Led a team of technical staff to conduct a Mid-term evaluation of the MTNDPF, 2018-2021, *Agenda for Jobs*.
- (2018 to Date) Co-chair, Technical Steering Committee, Man and Biosphere Reserve Concept and Ecosystem services.
- (2018, 2019) Coordinator, Development Evaluations & National Annual Progress Reports.

Previous position- Deputy Director, M&E Division (2014 to Date)

- (Jan. 2011 to 2021) Coordinator, NDPC Planning Regulations coordinated the drafting of two (2) principal Legislative Instruments (L.Is.) for the decentralized planning in Ghana. National Development Planning (System) Regulations, 2016 (L.I. 2232) and National Development Planning Commission Regulation, 2020 (L.I. 2402).
- (2014-2015) Member-Post-Senchi Implementation Advisory Group (IAG), National Economic Forum - Senchi Consensus.
- Jan. 2015 to date) Co-Coordinator, National M&E Policy coordinating the drafting of the national M&E policy document to assist improve service delivery in Ghana.
- (2015 to 2017) Compendium leader Medium-Term National Development Policy Frameworks (MTNDPFs) (2001 to 2021) - [(GPRS I/II); (GSGDA/GSGDA II); (*Agenda for Jobs*)].
- (2015 to 2017) Compendium leader drafting the Monitoring & Evaluation Chapter and Goal 5: Strengthening Ghana's role in international affairs of the 40-year (2018-2057) Long-Term National Development Policy Framework (LTNDPF).
- (2015 to 2017) Compendium leader drafting of the Medium-Term National Development Policy Framework (MTNDPF) and the Planning, Monitoring & Evaluation Guidelines from (2018-2021).

Previous position- Principal Planning Analyst, M&E Division (2009 to 2014)

- (2009-2014) Curriculum Content developer & Compendium leader for the development of the National M&E Manual - provided case studies, edited documents and hosted training meetings and webinars for building capacity of users of the manual. National Monitoring & Evaluation Manual Development and Capacity Building.
- (2009-2014) Steering Committee Member, JICA-Funded National Monitoring & Evaluation Manual Development and Capacity Building Project for strengthening M&E skills at all levels of Governance in Ghana.
- (March 2014 to Nov. 2018) Country Coordinator, Study on CPDE Work in Ghana.
- (2014 to 2018) National Coordinator, for the Joint Agenda for Strengthening Monitoring, Evaluation & Statistics (JASMES). NDPC under the Statistics advisory subcommittee of the Commission is collaborating with Ministry of Finance, Ghana Statistical Service and other members of the Sector Working Group on Statistics and M&E.
- (2013-2015) Oversight Committee Member, Ghana Statistical Service (GSS). Served on the coordinating body for the 2010 PHC District Level Data Analysis and Dissemination Project (DISDAP).
- (June 2013 to 2017) Joint Technical Review Committee Member. A team that monitored the implementation of the Canada-Ghana Mutual Accountability Framework.

Previous position- Senior Planning Analyst, M&E Division (2005 to 2009)

- (2008-2009) Co-led the drafting of the National M&E Plan (2006 -2009)
- (2006 -2008) Member, National Committee of Producers & Users of data (NACPUS) Sector Working Group
- (2005-2006) Assistant Coordinator, Poverty Monitoring and Measurement (PMM) –Component II of Community Poverty Reduction Project (CPRP)

Previous position- Planning Analyst, M&E Division (2001 to 2005)

- (2003-2005) Steering Committee & Team Member Strategic Environmental Assessment (SEA).
- (2001-2003) Assisted the preparation and design of the installation of a computerized national monitoring and evaluation system based on the *Plan-Info* Statistical software for the creation of the National Programme & Project Database.

7. Key exposures-conferences, working visits and workshops participated:

International

- (April. 2022 – Freetown, Sierra Leone); (Aug. 2021 – Lomé, Togo); (Nov.2020 – Cotonou, Benin); (Nov., 2019 - Niamey, Niger); (Sept., 2019-Abuja, Nigeria); (August, 2019-Bamako, Mali) and in (Nov., 2018-Cotonou, Benin) – **Chaired Joint sessions of Heads of ECOWAS National Offices with Planning / M&E experts** organised by ECOWAS Commission.
- August 21st, 2017 - **Presentations by panel of M&E experts on the evaluation systems in Ghana, Nigeria, Uganda and Niger as it compares with South African National Evaluation System** organised by CLEAR-AA and Department: Planning, Monitoring & Evaluation (DPME) at the Conference Hall of DPME in Pretoria, South Africa (**Presented a paper**)
- July 13th & 14th 2017 - Evaluation of the National Evaluation System (NES) of South Africa held at Diep in Die Berg (Deep in the Mts.), Pretoria, South Africa. (**Participant**).
- March 27-31, 2017 - 8th AfREA Conference 2017 organised under the theme: **Evaluation of the Sustainable Development Goals (SDGs): Opportunities and Challenges for Africa** held at Speke Resort, Munyonyo Commonwealth Resort, Kampala Uganda (**Presented a paper**).
- October 20-21, 2016 - **5th International Knowledge Sharing Workshop** organised by Department: Planning, Monitoring and Evaluation, South Africa, Protea Hotel Manor in Hatfield (19th October, 2016) & Protea Hotel Pretoria Capital (**Presented a paper**).
- December 2-4, 2014 - **Synthesis Workshop on Collaborative Partner-Donor Evaluation Work (CPDEW)** organized by The DAC Network on Development Evaluation at Makati Shangri-La Hotel, Manila, Philippines (**Presented a paper**)
- March 24 – 26, 2014 - **Study on Collaborative Partner-Donor Evaluation** launching workshop, follow-up of the Paris Declaration Evaluation (PDE), BUSAN and Accra meetings. The workshop was held at Golf Course Hotel, Kampala, Uganda (**Participant**).
- June 24-28, 2002 - 30th International Conference on Social Welfare organized under the theme - **Bridging the gaps: economic, social and cultural opportunities at global and local levels** organised by the Netherlands Institute for Care and Welfare, De Doelen Conference Centre, Rotterdam, The Netherlands (**Presented a paper**).
- September 6-8, 2000 - **Global Dialogue 7: Building Learning Societies – Knowledge, Information and Human Development**, a video conferencing workshop organized by the World Bank, EXPO 2000, Hanover, Germany. (**Participant**).

Local

- March 2023, July 2022 –Played a role as a Multi-stakeholder facilitator in the **Resilience Against Climate Change (REACH)** project for Community Action Planning Guidelines for Fieldworkers for 14 MMDAs in the Upper West, North East and Savannah Regions
- January 11th – 12th 2021 - Review of **draft ECOWAS M&E policy** via video conferencing with ECOWAS Commission, Ministry of Planning & Ministry of Foreign Affairs and Regional Integration (MFARI) at Peduase Valley Resort, Peduase-Akuapem.
- July 27-28, 2020 – Reviewed the **draft 2019 APR of the National Anti-Corruption Action Plan (NACAP)** prepared by MONICOM at a HiLIC meeting held at Aqua Safari Resort, Ada.
- November 12, 2018 - Dissemination of the Impact Evaluation Report of the Millennium Villages **Project (MVP)** held at Coconut Groove Hotel, Accra.
- Thursday 8 November 2018 - Joint launch of Report on the “**Evaluation of the Ghana–Denmark Partnership (2007-2017)**” that assessed the results achieved, the sustainability and future opportunities held at Swiss Spirit Hotel and Suites Alisa, Ridge Accra.

- Tuesday, November 28, 2017 - **Experts discussions for the sustenance of M&E System in Ghana, under the Development Evaluation Training Programme in Africa (DETPA)** – ‘Harmattan School’ in collaboration with GIMPA/CLEAR–AA held at the Executive Conference Center of GIMPA, Accra.
- June 18 to 23, 2013 - **Capacity Building Initiative (CBI) for financial non-government organisations** organized by Association of Financial NGOs (ASSFIN) and facilitated by Financieros sin Fronteras (FsF) a Spanish NGO in collaboration with the Rural Finance and Agricultural Program (RAFiP) of Ministry of Finance (MoF), at Shai Hills Hotel Resort, Doryumu Junction, Tema – Akosombo Highway.
- December 3-4, 2003- **Capacity Enhancement Needs Assessment (CENA) Methodology** organized by the World Bank Institute (WBI) at the La Palm Royal Beach Hotel, Accra.
- August, 2002 - **1st Ghana-Japan Business and Economic Forum** organised by Ghana National Chamber of Commerce Int'l (GNCCI)/Embassy of Japan (EoJ) held at Labadi Beach Hotel, Accra.
- November 5-7, 2001 - **GTZ Monitoring and Evaluation System using the Plan-Info Computer Software package for National Development Planning** National Workshop held at GIMPA, Accra.
- Sept. 27-29, 2001-**Exposure to Microfinance Best Practices**, organized by GHAMFIN/GIMPA, Accra.
- June 22-24, 2000 - **Microfinance Best Practices** consultancy workshop organised by Ministry of Finance/IDA/GHAMFIN at Volta Hotel, Akosombo.
- June 2000 - **Project Planning & Evaluation for Local NGOs** organised by German Development Services (DED), at Bunso Cocoa College.
- February & August 2000 - **Proposal writing and Fundraising techniques** organised by GAPVOD and Charities Aid Foundation under the Beyond Aid Project at Wangara Hotel, Labone, Accra & Hans Cottage Motel, Cape Coast.
- July 17-19, 1997 - **GECLOF Interest Rate Policy Review** workshop, Coconut Grove, Elmina.
- Jan., 1997 - **48th Annual New Year School** organized by the Institute of Adult Education, University of Ghana, Legon at South Campus of the University College of Education, Winneba.
- August 1996 - **Impact Evaluation Research of the Credit with Education programme** implemented by Lower Pra Rural Bank Limited, Shama. (Trainer)
- March 1996 - **Sharing of Experiences: Local Operating Units (LOUs) under the Credit with Education programme**, organized by the Freedom from Hunger (FFH) at Abokobi, Accra.
- February 1994 - **Natural Resources Management and Sustainable Agriculture Project (NARMSAP)** Workshop organized by the World Vision International at Oku Junction, Afram Plains.
- May 10-15 1993 - Workshop on the **Prevention of Post-harvest losses** conducted by GTZ Post-harvest Project in collaboration with MoFA and GAPVOD, Christian Village Kumasi.
- 1991-1994: **Group Formation and Credit Management Seminars** under MOFA/IFAD/SCIMP – Women’s World Banking, Ashanti Region.

7. General Information

a) Membership of Professional Bodies

Member, Commonwealth Association of Planners (MCAP); Ghana Institute of Planners (MGIP); Member, Ghana Bar Association; Member, Chartered Institute of Marketing Ghana (CIMG); Member, Ghana Monitoring & Evaluation Forum (MGMEF).

b) Law Firms affiliated

- i. Kulendi Amponsah Attafuah @ Law - Legal Practitioners & Notaries Publics, Accra.
- ii. Afadjato Chambers & Law Office, Accra.
- iii. Esseku, Opare & Partners – Gold Coast Chambers, Accra.

c) i. **Lecturer (Part-time):** - MPhil/MA in M&E students, at the OD Institute accredited & affiliated to University of Cape Coast by National Accreditation Board (NAB).

ii. **Theses reviewed** – Univ. of Auckland, New Zealand; Univ. of Prof. Studies; Univ. of Gh. Bus. Sch .

d) References

- i. Mrs. Ofelia Miller, Director, Atlantic International University, 900 Fort Street Mall 40 Honolulu, Hawaii 96813, Tel: 1-808-215-0493 Ext. 2112; Email: info@aiu.edu.
- ii. Dr. Noble Kumawu, President, Organisational Development (OD) Institute, Kwabenya, Accra – 0302945083/0243139977; info@odinstitute.edu.gh : noble.ODinstitute@gmail.com

- iii. Dr. Isaac Frimpong Mensa-Bonsu, Development Planning Consultant, Accra, Mobile: 233 (0) 20 817 1556/ 233 (0) 24 342 0536. Email:ifmensabonsu@gmail.com
- iv. Professor Kwamena Ahwoi, Decentralisation, Governance & Leadership Expert, Center for Democratic Transitions (CDT), Mobile: 233 244-318139.Email: ahwoi.kwamena@yahoo.com

e) Prize award received

- i. 2nd Prize Winner-Children’s Writing Competition:1980 for the entry of poem entitled the **‘Same Rest’** - awarded by Children Literature Foundation, via Ghana Book Development Council, P.O. Box M430, Accra.

f) National Service & Teaching Experience

- (1991-1992) (*Post-University service*) - National Service Scheme -Suhum-Kraboia-Coaltar District Assembly, Anum-Apapam Cluster - Cluster Developer - Community Improvement Unit (CIU).
- (1986-1988) – H’Mount Sinai Senior High School, Akropong-Akuapem. (*Head of Social Studies Dept.- Econs/Geography/History Tutor*).
- (1982/83 - 1983/84) (*Pre-University service*) – National Service Scheme - Ghana Education Service Kpeshie sub-dist. Office, Teacher -Wireless 1 & 6 Primary Schools La, Accra.

g) Hobbies

- Writing
- Travelling
- Gardening
- Correspondence
- Sports enthusiast
- Listening to Gospel music
- Reading motivational books
- Session member
- Facilitator at Town-Hall meetings

h) Summary of expertise

- Monitoring, Evaluation (M&E)
- Development Evaluation
- Social Impact or Impact Assessment
- Environmental Assessment
- International Development Aid
- Gender Equity
- Statistics
- Project Planning
- Quantitative and/or Qualitative Research Methods
- Report writing, analytical, and communication skills
- Data Visualization
- Cost-Benefit Analysis
- Knowledge Management
- Experience developing monitoring, evaluation, and learning (MEL) systems

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

DR. OPARE-DJAN, NANA

Date: 23rd January, 2025