

# Tara Shah

Monitoring & Evaluation Specialist ·  
FICTIONAL SAMPLE  
Pune, India

## Skills

### theory of change

Applied to programme measurement framework through documented preparation, execution and review.

### indicator design

Applied to data quality review through documented preparation, execution and review.

### data quality

Applied to evaluation synthesis through documented preparation, execution and review.

### surveys

Applied to programme measurement framework through documented preparation, execution and review.

### qualitative research

Applied to data quality review through documented preparation, execution and review.

### analysis

Applied to evaluation synthesis through documented preparation, execution and review.

### learning facilitation

Applied to programme measurement framework through documented preparation, execution and review.

### reporting

Applied to data quality review through documented preparation, execution and review.

## Certifications

### Participatory programme design workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Theory of change and surveys in the context of monitoring & evaluation specialist work. Used reflective exercises and a bounded practice example related to programme measurement framework.

### Safeguarding and data stewardship lab

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not

## Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Monitoring & Evaluation Specialist with an illustrative 13-year career in community programmes, social services and development operations. Combines theory of change, indicator design, data quality with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes programme measurement framework, data quality review and evaluation synthesis. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced monitoring & evaluation specialist opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Development Evaluation. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable community programmes, social services and development operations work: understand the context, apply theory of change and indicator design, record the evidence and explain the limitations before handover.

## Experience

### Monitoring & Evaluation Specialist - Meridian Community Programmes (fictional)

2022-07 - Present

Independent ownership of scoped monitoring & evaluation specialist work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Mapped logic and feasible evidence sources. Built validation rules and enumerator feedback. Led brief clarification and prioritised work using theory of change, indicator design and data quality. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a programme and stakeholder plan to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of surveys and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

### Senior Monitoring & Evaluation Specialist - Northline Community Programmes (fictional)

2018-07 - 2022-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in data quality and surveys. Reported findings with counterfactual and design limitations. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied qualitative research and analysis to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a learning and accountability report so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

### Monitoring & Evaluation Specialist - Cedarbridge Community Programmes (fictional)

2015-07 - 2018-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving theory of change and indicator design using a documented preparation and review process. Supported data quality review by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through learning facilitation and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

### Assistant Monitoring & Evaluation Specialist - Cedarbridge Community Programmes (fictional)

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a licence or certification Indicator design and qualitative research in the context of monitoring & evaluation specialist work. Used reflective exercises and a bounded practice example related to data quality review.

## Monitoring and evaluation practicum

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Data quality and analysis in the context of monitoring & evaluation specialist work. Used reflective exercises and a bounded practice example related to evaluation synthesis.

## Languages

### English

professional working - fictional sample

### Hindi

professional working - fictional sample

2013-07 - 2015-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with theory of change and data quality within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

## Education

### Master's in Development Evaluation - Asterbridge Institute of Professional Studies (fictional institution)

2011-07 - 2013-05

completed - fictional record theory of change indicator design surveys Specialist study on programme measurement framework; an illustrative learning project, not a published result.

### B.Sc in Statistics - Cedarhaven College of Applied Studies (fictional institution)

2008-07 - 2011-05

completed - fictional record data quality qualitative research analysis Applied coursework in theory of change, documentation and reviewed practical assignments.

## Projects

### Programme measurement framework

Fictional internal work programme in community programmes, social services and development operations; not a real client case study. Problem: Indicators were not connected to intended change. Objective: Create a workable response to this issue through theory of change, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Monitoring & Evaluation Specialist; owned the stated workstream, not the full organisation or every collaborator contribution. Mapped logic and feasible evidence sources. Prepared the scope with the commissioning team, identified unresolved inputs and used theory of change to turn the brief into a sequenced work package. Applied indicator design and data quality while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: theory of change; indicator design; data quality; surveys Deliverables: Programme measurement framework - scoped brief; Programme measurement framework - reviewed working package; Programme measurement framework - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a programme and stakeholder plan and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for programme measurement framework, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Beneficiaries, donors and programme results are fictional; no community impact or donor endorsement is verified. No underlying client documents, independently verified measurements or signed approval records are attached.

### Data quality review

Fictional internal work programme in community programmes, social services and development operations; not a real client case study. Problem: Field datasets contained inconsistent definitions. Objective: Create a workable response to this issue through indicator design, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Monitoring & Evaluation Specialist; owned the stated workstream, not the full organisation or every collaborator contribution. Built validation rules and enumerator feedback. Prepared the scope with the commissioning team, identified unresolved inputs and used data quality to turn the brief into a sequenced work package. Applied surveys and qualitative research while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover

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material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: indicator design; data quality; surveys; qualitative research Deliverables: Data quality review - scoped brief; Data quality review - reviewed working package; Data quality review - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a monitoring or casework framework and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for data quality review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Beneficiaries, donors and programme results are fictional; no community impact or donor endorsement is verified. No underlying client documents, independently verified measurements or signed approval records are attached.

## Evaluation synthesis

Fictional internal work programme in community programmes, social services and development operations; not a real client case study. Problem: Stakeholders confused observed change with attribution. Objective: Create a workable response to this issue through data quality, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Monitoring & Evaluation Specialist; owned the stated workstream, not the full organisation or every collaborator contribution. Reported findings with counterfactual and design limitations. Prepared the scope with the commissioning team, identified unresolved inputs and used qualitative research to turn the brief into a sequenced work package. Applied analysis and learning facilitation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: data quality; surveys; qualitative research; analysis Deliverables: Evaluation synthesis - scoped brief; Evaluation synthesis - reviewed working package; Evaluation synthesis - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a learning and accountability report and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for evaluation synthesis, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Beneficiaries, donors and programme results are fictional; no community impact or donor endorsement is verified. No underlying client documents, independently verified measurements or signed approval records are attached.

## Achievements

### Programme measurement framework

Mapped logic and feasible evidence sources. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

### Data quality review

Built validation rules and enumerator feedback. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

### Evaluation synthesis

Reported findings with counterfactual and design limitations. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

