

Curriculum Vitae

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| Name | Eugene Kofi Tetteh |
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| Email Address | eugenekofit@gmail.com / eugenekofit@yahoo.com |
| Date of Birth | 5 th May 1989 |
| Nationality | Ghanaian |
| House Address | A513/19 Dansoman Accra- Ghana |

Professional Summary

A results-driven Sustainability and Program Management professional with over seven years of experience in climate change, sustainable development, project monitoring, and community empowerment. Skilled in overseeing sustainability programs, stakeholder engagement, and implementing initiatives that drive positive environmental and social impact. Extensive experience managing complex programs, supervising teams, and working with multiple stakeholders, including government agencies, NGOs, and private sector partners.

Education

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| January 2023 – August 2024 | MSc. Climate Change and Sustainable Development, <i>University of Ghana</i> |
| January 2024 – April 2024 | Certificate in Climate Government, Diplomacy and Negotiations Leadership Program <i>African Group of Negotiators Expert Support (AGNES)</i> |
| November 2017- April 2018 | DELF A1 <i>Alliance Francaise, Accra Ghana</i> |
| October 2027 | Certificate of Foundation Study in Project Monitoring and Evaluation AAACE Evaluation Training Institute/GIMPA, Accra, Ghana |
| October 2008 – December 2012 | Bachelor of Science in Business Administration (Banking and Finance option) Central University, Accra, Ghana |

Membership in Professional Associations

- Renewable Energies for Communities (Member)

- YOUNGO (The Official Youth Constituency of the UNFCCC)
- Ghana Monitoring and Evaluation Forum (Member)
- EvalYouth Task Force 1(Working Group Member)

Software Skills

- Good command of Microsoft Office tools (Word, Excel and PowerPoint)
- Data Collection Software programs: KoboCollect, Survey Monkey, Insight, Fulcrum

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Excellent | Excellent | Excellent |
| French | Basic | Basic | Basic |
| Twi | Excellent | Excellent | Good |
| Ewe | Good | Basic | Basic |
| Hausa | Good | N/A | N/A |

Employment Record

Employer: Foresight Planners and Research Africa

Position Held: Project Lead

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| Project : Rapid climate Risk and Vulnerability Assessment in the Anloga Municipality (SIGRA PROJECT) |
| September 2024 |
| <p>Responsibilities</p> <p>Sustainability Program Management & Stakeholder Engagement</p> <ul style="list-style-type: none"> • Conducted a comprehensive assessment of climate risks, vulnerabilities, and adaptation strategies within Anloga Municipality, aligning with sustainability program objectives. |

- Developed and executed a stakeholder engagement plan to foster collaboration with community leaders, local government officials, tree crop farmers, and civil society organizations (CSOs).
- Facilitated Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) across multiple communities, ensuring representation of marginalized groups, including women, youth, and persons with disabilities (PWDs).
- Led participatory workshops to strengthen community involvement in climate resilience initiatives, reflecting SIGRA's commitment to local capacity building.
- Led government (Ministry and its agencies) and partner officials for field visits for them to understand and monitor the level of program implementation

Monitoring & Data-Driven Decision Making

- Conducted a literature review on climate trends, sustainability policies, and adaptation strategies, integrating findings into sustainability program planning.
- Analyzed climate vulnerability data, identifying key risks such as erratic rainfall, flooding, and heatwaves, and mapping their socio-economic implications on cocoa-growing communities.
- Assessed gender-disaggregated climate impact data, ensuring sustainability programs addressed the unique vulnerabilities of women and youth.
- Developed and updated program tracking tools, ensuring accurate monitoring of sustainability interventions, in line with SIGRA's reporting framework.

Program Oversight & Compliance

- Evaluated existing adaptation efforts and institutional challenges, providing strategic recommendations for climate adaptation initiatives in agriculture and natural resource management.
- Led the development of visual risk assessment tools, including resource maps and vulnerability matrices, to communicate key findings effectively.
- Contributed to program reporting, synthesizing stakeholder insights, field data, and policy analysis into structured reports for decision-making.

- Ensured alignment with sustainability compliance frameworks, including traceability and climate adaptation policies, supporting due diligence in sustainable sourcing.

Capacity Building & Knowledge Sharing

- Designed and delivered trainings on climate risk and adaptation strategies, equipping local partners with knowledge to implement sustainability initiatives effectively.
- Worked closely with technical organizations and research institutions to develop innovative solutions for climate resilience and sustainable sourcing.

Employer: Foresight Planners and Research Africa

Position Held: Project Associate

Date: May 2023- April 2024

Project : Rapid climate Risk and Vulnerability Assessment and Adaptation Plan for the Bekwai Municipality

Responsibilities

Sustainability Program Management & Capacity Building

- Designed and delivered capacity-building sessions for key stakeholders eg Government officials, international clients, and local partners on climate adaptation, sustainable agriculture, and access to climate finance, supporting resilience-building within cocoa farming communities.
- Led technical assistance programs to equip local government and cocoa sector partners , such as LBCs and NGOs with tools for integrating sustainability and climate risk management into their operations.
- Facilitated adaptation planning workshops, training cocoa sector stakeholders on sustainability best practices, traceability, and compliance with policies such as the EU Deforestation Regulation (EUDR).

Monitoring, Data Analysis & Risk Assessment

- Conducted desktop reviews, climate data analysis, and literature reviews to identify historical climate trends, emerging risks, and effective adaptation strategies for the Bekwai Municipality.
- Led vulnerability and risk assessments, mapping sector-specific climate impacts with a focus on gender and socio-economic disparities, ensuring sustainability interventions address diverse community needs.
- Developed and updated sustainability program tracking tools, ensuring effective monitoring of cocoa sustainability initiatives in collaboration with program partners.
- Ensured alignment with Ghana’s environmental policies, including the National Adaptation Plan (NAP) guidelines, supporting compliance across sustainability initiatives.

Sustainability Program Development & Funding Strategies

- Assisted the Bekwai Municipal Assembly in developing costed adaptation plans and identifying funding opportunities for climate resilience programs.
- Mapped key climate adaptation funding sources and donor financing opportunities, supporting sustainability program expansion and resource mobilization.
- Assisted in integrating and mainstreaming climate risk considerations into district-level planning, aligning with broader sustainability and cocoa sector goals.
- Provided oversight and support to budget development and working in accordance to the budget for program implementation

Employer: Devtplan Consult Limited
Position Held: Project Support Manager
Date: March 2022

Project: End Line Evaluation for Pathways for Sustainable Employment Opportunities for Women and Youth in Ghana

Responsibilities

Inception Report and Training Manual Preparation

Prepared detailed inception reports outlining project objectives, methodologies, timelines, and deliverables to provide stakeholders with a comprehensive understanding of project scope and requirements.

- Developed comprehensive training manuals to equip enumerators with the necessary knowledge and skills to conduct data collection activities effectively and consistently.

Recruitment, Training, and Validation

- Led the recruitment and training process for enumerators, ensuring the selection of qualified candidates and providing them with thorough training on data collection protocols and procedures.
- Validated districts, communities, and client lists to ensure accuracy and completeness prior to data collection activities.
- Successfully brought onboard new partners to sponsor and partner the project.

Questionnaire Programming and Pre-testing

- Programmed questionnaires for data collection using appropriate software tools, customizing surveys to meet project objectives and data collection requirements.
- Conducted pre-testing of data collection instruments to identify and address any issues or inconsistencies before full-scale implementation.

Data Collection and Coordination

- Coordinated and monitored the data collection process, overseeing enumerator activities, resolving any issues or challenges that arose, and ensuring adherence to established protocols and timelines.
- Conducted extensive data collection activities in all project communities, employing a combination of quantitative and qualitative methods to gather relevant information.

Data Analysis and Reporting

- Cleaned raw data collected from the field, ensuring accuracy and consistency, and conducted thorough analysis to derive meaningful insights and conclusions.
- Produced field reports summarizing key findings, trends, and observations, and presented findings to stakeholders as needed.
- Prepared final reports based on analyzed data from the field, presenting findings, conclusions, and recommendations to inform decision-making processes.

Employer: Devtplan Consult Limited

Position Held: Project Support Manager

Date: March 2019- December 2023

Routine Duties

- Provided research support (i.e. proposal writing, field data collection and report preparation)
- Delivered outputs in the areas of proposal and report writing, field data collection, supervision and analysis, training facilitation and project management.
- Participate in data analysis and report preparation of research projects
- Built cross cutting consultancy skills and delivered outputs in areas of proposal and report writing, field data collection, supervision and analysis, training facilitation and project management
- Prepared monthly work plans and reports on all assigned ongoing projects and activities of the firm.

Training Support:

- Coordinated training activities of the firm including supervision of training activities of field enumerators

- Facilitated human resource and logistics requirement for all training programs
- Delivered accurate and timely reports for all training programs Business Development
- On monthly bases, research and identify business opportunities in the areas of training research, project management and monitoring and evaluation and make recommendation to management through your supervisor.
- Promoted and signed up at least two clients a year in the areas of training, research, project management and monitoring and evaluation

Skills

- Strong project planning and management abilities, with the capability to oversee the work of consultants and civil society organizations in executing specific project activities.
- Strong knowledge of questionnaire programming using Kobo Collect, and providing training support for field enumerators.
- Excellent writing skills, with the ability to write compelling Expression of Interest (EOI) and technical and Financial proposals for bidding purposes.
- Effective communication and interpersonal skills, with a demonstrated ability to provide technical support and guidance to stakeholders.
- Strong organizational and coordination skills, with the ability to manage multiple training activities and initiatives simultaneously.

REFEREES

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| Dr. Robert (Bob) Manteaw | Mr. Anthony Osei Asare | Mr. Collins Osae |
| Foresight Planners Africa Accra Ghana | Vice President of Research Devtplan Consult Limited Accra Ghana | Monitoring and Evaluation Expert Ecowas Centre for Renewable Energy Efficiency Cape Verde |
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Certification

I, **EUGENE KOFI TETTEH** certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:30th March 2025