

# BRENDA W. LYIMO

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I am a dedicated, focused and results-oriented individual with experience in development programme management and technical delivery. I have 6 years' experience in conducting organisational assessments, government capacity assessments, financial management and project/ programme coordination. I bring excellent communication skills which are a valuable asset in managing client relations and an outstanding track record in producing high quality reports.

**Key skills:** Programme management, Contract management, Grant assessment, Financial management, Business development, Strategy design and dissemination, Project coordination, Report writing, Organisational assessments, Monitoring and evaluation, Government assessments/ TA support.

## **Education and Qualifications**

**BSc International Business, Brunel University, London. 2010 – 2013**

Award: Second class (Upper division) honours (2:1)

## **Work Experience**

**2016 – Pres. Senior Associate, International Development Advisory Services, KPMG Tanzania**

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I work as a Senior Associate in the International Development Advisory Services (IDAS) Department at KPMG Advisory Limited, Tanzania. Below is a selection of some of the key assignments I have carried out in my role, as well as other achievements accomplished.

**Public Financial Management, UNICEF, 2021 – present.** This work involves supporting UNICEF in developing Budget Issues Papers (BIP) on public spending issues for selected sectors, Education, Health, WASH and Social protection and Welfare. I am responsible for data gathering and analysis, conducting research and background reading, engaging with UNICEF policy experts and government staff and developing BIPs for the four sectors including data tables/charts/graphs, key findings and bullet-point commentary on data trends among others.

**Project and Contract Management, DFID Strengthening Tanzania's Fiduciary Risk Assurance (FRA) programme, 2019 – present.** Responsible for contract and financial management, which involves preparation of monthly and quarterly financial forecasts, financial reports, drafting of Scope of work (SoW) for assignments delivered under contract and ensuring consultant's payments and billing is timely done.

**Project field visits, Trustee to the Agricultural Markets Development Trust (AMDT), 2019.** I represented KPMG (a trustee to AMDT) in *project field visits* alongside members of AMDT's Project Implementing Committee and Technical Committee members. The field visits involved assessing extent to which funded projects were achieving AMDT's key systemic change results in sunflower and maize supply chains. I reported on the field visits whilst comparing the narrative reports to the results on the ground and also provide recommendations to the management team at AMDT.

**Monitoring & Evaluation, Global Partnership for Education Phase II (GPE II) Zanzibar program, Client: Swedish International Development Cooperation Agency (Sida), 2016 – present.** I was a team member for the Monitoring and Evaluation Capacity Assessment (MECA) of government bodies involved the Zanzibar education sector. My responsibilities included ensuring that all relevant

information needed from the government institutions was collected in order to facilitate preparation of a presentation and report to the client and MoEVT. I took a leading role in reviewing documents, carrying out translations, co-facilitating interviews from various Government institutions in Zanzibar and preparing annexes for the final report.

**Pre-Grant Assessments, DFID Accountability in Tanzania (AcT) Programme, 2016–pres.**

I conducted *pre grant assessments for the programs grantees*. This assessment involved assessment of the organisational capacity and capacity to manage funds awarded under the programme. The pre-grant review included assessment of; governance and risk management, financial management, human resource management, sub-grantee management and safeguarding.

**Internal risk and control review - Client: Sida – Internal Risk and Control Audit for Tanzania Private Sector Foundation (TPSF)**

I conducted an *internal risk and control review* for TPSF which involved review of systems and routines for managing TPSF. The review was conducted in order to determine the suitability of the internal systems towards fulfilling the organisations overall objectives. The areas reviewed include, management and organisation, risk management, audit and procurement, financial management and capacity for planning, monitoring and evaluation.

**Sub-National Monitoring of programme, Global Partnership for Education (GPE) Literacy and Numeracy Education Support (LANES) programme, Client: Swedish International**

**Development Cooperation Agency (Sida) – 2017/2018.** I provided support in monitoring of the LANES activities, LANES expenditure and use of LANES materials to support the “value for money” component. Sida requested KPMG to perform *monitoring of disbursements* and associated LANES activities and expenditure incurred at sub-national level (i.e. regions, LGAs and schools). The LANES programme intends to improve basic skills in literacy and numeracy for children aged 5-13 years.

**Pre-Grant Review - Client: Palladium Group, Human Development Innovation Fund (HDIF) –**

**Pre Grant review. 2017–present.** Conducted pre grant review of HDIF grantees. The purpose of the assessment was to provide recommendations to HDIF on managing and mitigating the fiduciary risks associated with providing funds to their grant requestors (grantees). The review includes assessing internal controls of potential grantees. This includes reviewing the organisations background, governance, risk management, financial controls in place and Human resources management adequacy.

**Procurement review - Client: Royal Norwegian Embassy - Public Finance Management Reform Programme (PFMRP) in Zanzibar - Procurement review, 2018.**

Conducted a procurement review of the PFMRP in Zanzibar for 2015/16 and 2016/17. This review required KPMG to assess compliance of the procurements with relevant legislations and regulations for Zanzibar, and specific regulations for the Programme, as provided by the Grant Agreement between Norway and Tanzania, the MoU and the Operational Manual for Phase 5 of PFMRP.

The scope of this assignment also included; Review the effectiveness, efficiency and level of compliance of public procurement practices and institutional setup for all relevant cost items; and assess fiduciary risks in relations to public procurements at Zanzibar, and propose changes in practices and mitigation measures and recommendations to strengthen procurement procedures

**Business Development, 2016 – present:** Provide support in drafting proposals to multiple donor institutions such as GIZ, Brot für die Welt, Sida, USAID, DFID and KOICA. I managed to contribute to four large wins for the KPMG IDAS department. These include Fiduciary Risk Assessment (FRA) of organisations on behalf of the Department for International Development (DfID) worth £1.1M, Literacy and Numeracy Education Support (LANES) Programme (\$1M), Fund Manager for the Southern Agriculture Growth Corridor of Tanzania Catalytic Trust Fund (SAGCOT CTF) (\$5.2M) and Trustee Management of AMDT (\$559).

**Strategy Champion, 2017–present:** As Strategy champion I ensure all IDAS staff are familiarised with and operating in line with the KPMG East Africa firm-wide strategy. My role includes conducting focus group sessions with staff to ensure the firms proposed bottom-up approach on the strategy is adopted and all staff members contribute to the department strategy which feeds into the overall firm strategy. I work closely with the Tanzania Country lead and each year I deliver strategy presentation sessions.

**Corporate Social Investment (CSI) Chairperson, 2018/19:** Elected to be the CSI chairperson during the year 2018/2019. As the chairperson I persuaded Partners and staff members at KPMG Tanzania to contribute in kind to the CSI activities in the organisation. I managed a team of 9 members who worked together in accomplishing the CSI goals for the year. Activities done included the planning and coordination of a visit to the Children’s detention centre in Dar es Salaam. I also participated in University career fairs where I delivered presentation to students on the IDAS department in KPMG Tanzania.

**Winner of KPMG East Africa competition, 2018:** I won an award for developing a tagline for ‘70 years of KPMG East Africa’ against 1000 other participants from East Africa (Tanzania, Kenya, Uganda and Rwanda). Winning the competition has encouraged me to use and bring creativity in all areas of work within the KPMG firm.

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**2015 Jan – Dec                      Communications Project Coordinator FoodTrade ESA, Dar es Salaam**

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Food Trade East and Southern Africa (ESA) was a 5-year trade promotion programme funded by DFID/ UKaid, focusing on staple food crops, operating in nine East and Southern African countries.

- Developed project profiles for new projects, marketing materials and other documents
- Supported Monitoring and Results Measurement activities, including surveys and project reviews
- Organized events, workshops and provided logistical support to meetings, conferences, workshops and training sessions
- Identified and developed storylines for publications and substantive articles to be published on web and in other media outlets
- Managed programme social media activities in consultation with the Programme’s Team Leader
- Oversaw the upgrade of the Food Trade programme website in terms of design, content and raise the public awareness of the site.
- Created internal document templates.
- Planned, elaborated and executed activities in line with the communication strategy with support from the technical team
- Developed and maintain project administration and resource library

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**2013 – 2014                      Assistant Recruitment Consultant                      Radar Recruitment, Dar es Salaam**

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- Identified suitable candidates for specific roles in various industries across Tanzania
- Thoroughly qualified to conduct job specific interviews
- Coordinated graduate training sessions
- Experienced in conducting reference checks for shortlisted candidates
- Linked clients to job specific candidates

**Personal Attributes**

<b>Teamwork</b>	I work well in group settings by giving space to each individual to express opinions and ensuring that each opinion is considered in decision making.
<b>Presentation</b>	Excellent presentation skills and recognised by clients and colleagues delivering presentations and facilitating training and strategy sessions at KPMG in Tanzania.

<b>Time management</b>	Excellent ability to plan ahead and manage time by planning out my day and prioritising tasks accordingly
<b>Effective Communication</b>	Ability to communicate effectively with clients and colleagues through experience in dealing with clients and organising project events.

**Additional: Language:** Fluent in English and Swahili plus a basic knowledge of the French language

**Referees**

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