

**PETER MUIGAI**  
**Senior Program Manager | MEAL & PCM Specialist | Employment & Digital Start-Up Systems**

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## SUMMARY

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Senior project & MEAL leader with over 15 years of experience in managing donor-funded development programs in several countries, including employment creation, vocational training, digital skills, and inclusion for women, youth, and persons with disabilities. Expertise includes AICS-funded project operations, Project Cycle Management, RBM, MEAL systems, and social enterprise development with digital job-matching pathways. Demonstrated success in building and maintaining partnerships among multiple stakeholders, improving compliance systems, establishing data-driven reporting, and implementing frameworks for decent work and employability. Proficient in PRAG-aligned procurement, institutional donor management, curriculum rollout, and digital ecosystem development.

## CORE COMPETENCIES

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Project Cycle Management (PCM) | MEAL Systems | RBM | AICS Compliance | Donor-Funded Projects | Digital Employment Solutions | Start-Up Ecosystems | Social Enterprise Models | Job Placement Systems | Decent Work & Labor Rights | Vocational Training (TVET/NITA) | Stakeholder Coordination | PRAG Procurement | Data Verification | Partnership Management | Inclusion (Gender & Disability) | Training & Curriculum Implementation | Microsoft Excel & PowerPoint | English & Kiswahili | Generative AI for Business Applications | AI-Assisted Research, Reporting & Proposal Writing | Process Automation & Digital Workflow Optimization

## WORK EXPERIENCE

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### Senior Result Manager & Funding Strategist (Founder/CEO)

**Jan 2024 — Present**

*Legends Project Solutions, Nairobi, Kenya*

- Structured a grant and partnership pipeline of 30+ donors, enabling > USD 100,000 financing for women/youth programs aligned with employment and start-up development themes.
- Created MEAL templates that lifted data accuracy by 45% and improved partner compliance for donor submissions.
- Coordinated multi-partner reporting workflows across projects in Nairobi, Kiambu, and Machakos, achieving 100% on-time submissions.
- Supported clients to design job-readiness, digital entrepreneurship, and vocational pathways integrated with RBM and AICS-aligned indicators.
- Guided organizations in integrating gender-responsive and disability-inclusive programming into project frameworks.

### Project Manager – Training, Employment & Donor Programs

**Jul 2022 — Present**

*St.Kizito Training Centre, Utawala, Nairobi, Kenya*

- Managed USD 250,000+ in donor-funded vocational and employment programs, ensuring full alignment with AICS-style reporting and PCM requirements.

- Consolidated outcome data for 300+ trainees, increasing the accuracy of quarterly reporting and maintaining zero compliance gaps.
- Strengthened private-sector engagement, contributing to a 60% rise in community participation for job-placement activities.
- Coordinated monitoring and documentation processes that reduced reporting gaps by 35% and improved verification readiness.

#### **Grant Writer & Development Consultant**

**Nov 2021 — Present**

*Upwork Nairobi, Kenya*

- Supported clients in 4 countries to assemble project designs and MEAL systems that helped secure USD 500,000+ in external funding.
- Developed standardized RBM-aligned proposal templates, increasing documentation consistency by 40%.
- Delivered technical coaching sessions that enhanced partners' capacities in employment creation, inclusion, and enterprise development.

#### **Operations Project Manager**

**Mar 2020 — Dec 2021**

*Umbrella of Eden, Nairobi, Kenya*

- Coordinated documentation and progress tracking for a USD 75,000 community initiative, ensuring complete compliance with donor and procurement requirements.
- Led the shift to digital filing, decreasing retrieval time by 60% and strengthening MEAL evidence extraction.
- Supported job-readiness and livelihood activities through structured reporting workflows used for funder updates.

#### **Program Coordinator – Employment & Community Development**

**Feb 2017 — Mar 2020**

*Mukuru Promotion Centre, Nairobi, Kenya*

- Consolidated training and employment outcomes for 120+ beneficiaries annually, strengthening renewal cases in donor meetings.
- Developed structured summaries that contributed to a 25% increase in graduate start-up success, enhancing evidence for employment interventions.
- Maintained systematic documentation supporting monitoring cycles and compliance requirements.

#### **Project Coordinator – Vocational Training & Donor Programs**

**Apr 2015 — Feb 2017**

*Kariobangi Women Promotion Training Institute, Nairobi, Kenya*

- Managed MEAL documentation for 10+ donor-funded TVET programs, helping maintain 60% employment outcomes leveraged in grant justifications.
- Provided data for audits across 6 infrastructure projects, achieving zero discrepancies.

#### **Project Officer-TVET, Employment & Community Programs**

**Aug 2007 — Apr 2015**

*St. John's College of Community Development and Technology, Nairobi, Kenya*

- Supported MEAL and PCM processes for 10 donor-funded vocational programs, improving reporting quality and donor retention.
- Coordinated documentation for 6 infrastructure projects, reducing narrative preparation time by 30%.

## **EDUCATION**

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**Bachelor of Science, Business Administration**, University of the People, USA, **Sep 2021 — Jun 2025**  
**Associate of Science in Business Administration**, University of the People, USA, **Sep 2021 — Nov 2024**  
**Certificate in Computer Software Applications, Information Technology** **Jan 2014 — Mar 2014**  
St. John's College of Community Development and Technology  
**Diploma in Project Management** **Jan 2010 — Dec 2013**  
St. John's College of Community Development and Technology

## KEY CERTIFICATIONS

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- **Generative AI Mastermind**, Outskill
- **Certificate in Managing Successful Field Research**, Data Academy, World Bank
- **Undergraduate Certificate in Strategy**, University of the People, USA
- **Webinar: Promoting Equity and Social Justice in Online Work Environments**, University of the People, USA
- **Fundraising: Connecting with Donors**, Philanthropy University
- **Webinar: Building Diverse and Effective Teams for Success in Business Careers**, University of the People, USA
- **Webinar: Leveraging Digital Collaboration and Communication Tools for Career Advancement in Business**, University of the People, USA
- **Care Certificate**, Caredemy
- **Undergraduate Certificate in Accounting**, University of the People, USA
- **Undergraduate Certificate in Entrepreneurship**, University of the People, USA
- **Undergraduate Certificate in Finance**, University of the People, USA
- **Fundraising and Public-Private Partnership Financing for TVETs Training Course**, Avvy Global Fund
- **Project Management**, Open University UK (Open Learn), & Team Gantt, US
- **Undergraduate Certificate in Marketing**, University of the People, USA
- **Soft Skills Course**, Brighter Monday Kenya
- **International Webinar" Indonesia Green Taxonomy": Concept and Strategy**, Universitas Islam Bandung (Unisba)
- **Virtual Assistant**, Ajira Digital Program
- **Creativity and Problem Solving**, Metropolitan School of Business and Management, UK (UAE Campus)
- **Diversity, Inclusion, and Belonging**, LinkedIn
- **Lead Like a Boss**, LinkedIn
- **Developing Adaptable Employees**, LinkedIn

## REFEREES

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Available upon request