



**PROJECT MANAGEMENT & IMPLEMENTATION UNIT
SINDH EARLY LEARNING ENHANCEMENT THROUGH CLASSROOM
TRANSFORMATION
REFORM SUPPORT UNIT (RSU)
SCHOOL EDUCATION & LITERACY DEPARTMENT**



EVALUATION REPORT

SCHOOL EDUCATION AND LITERACY DEPARTMENT, GOVERNEMENT OF SINDH

POSITIONS NAME

M&E Specialist



Submission Date: 14th December 2022

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Section- I. Technical Evaluation Report- Text

<p>1. Project Background of the Project</p>	<p>Background:</p> <p>The Sindh Early Learning Enhancement through Classroom Transformation project (SELECT) was approved in July 2021, became effective in August 2021, and the closing date is April 2026. It comprises an International Development Agency (IDA) Credit of US\$100 million, a Global Partnership for Education (GPE) Education Sector Plan Implementation Grant (ESPIG) for US\$29.9875 million, and a GPE Multiplier Grant (MG) of US\$24.775 million. The project will be implemented in twelve selected districts in the Sindh province: Badin, Ghotki, Jacobabad, Kambar-Shahdadkot, Kashmore, Mirpurkhas, Mitiari, Sanghar, Shikarpur, Sujawal, Tando Muhammad Khan, and Thatta. The project will be implemented by the School Education and Literacy Department (SELD), through a project management and implementation unit (PMIU) to be housed within the SELD Reform Support Unit (RSU), and in conjunction with SELD’s allied agencies and the Directorate of School Education (DSE).</p> <p>The Project Development Objective (PDO) is to improve reading skills of early grade primary students and increase student retention in primary schools in selected districts. The Project consists of the following four components and financing:</p> <ol style="list-style-type: none"> 1. Component 1: Transforming teaching practices in the early grades—US\$16.9875 million 2. Component 2: Developing an effective and safe learning environment—US\$116.775 million 3. Component 3: Improving system capacity for better school leadership and management support—US\$16.5 million 4. Component 4: Monitoring and evaluation and project management—US\$4.5 million
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<p>5. Assignment Background:</p> <p>3.Scope of Functions:</p>	<p>Objectives of the Assignment:</p> <p>The RSU is seeking to put in place a centralized monitoring unit through the hiring of the above referred M&E Specialist. The primary objective of this position will be to provide expertise and support in overall centralized monitoring of the Project</p> <p>The M&E specialist will perform the following functions, duties, and tasks:</p> <p>Focal Person for Monitoring and Evaluation:</p> <p>He/she will work as the focal point within the RSU-PMIU to provide assistance, guidance and counsel on necessary requirements of M&E compliance within the Project as per legally agreed guidelines. Develop the overall framework, policy, systems, procedures, and reporting mechanism for the Project's M&E in accordance with the Results Framework of the Project, as well as the guidelines of RSU, and the World Bank.</p> <p>Development of Project M&E Plan:</p> <ul style="list-style-type: none">● System diagnostics:<ul style="list-style-type: none">○ Assess the existing capacity and preparedness level of M&E systems and mechanisms at RSU and allied agencies, and suggest measures to mitigate risks. Provide suggestions to further strengthen these systems and procedures on a sustainable basis.○ Review the quality of data generated by RSU's various nodes and activity streams, the methods of collecting it, and the degree to which it will provide a good basis for progress monitoring and reporting, as well as impact evaluation, and bring improvements where necessary.○ Assist the MIS specialist in reviewing the existing management information systems and individual modules to assess their efficacy for management information and decision-making, and help improve the quality of data generated, its relevance and coverage.● M&E Manual: Lead the development of a comprehensive M&E manual, detailing the principles, processes, scope, strategy, M&E planning process, standard monitoring tools and approaches including M&E dashboards for SELECT.● Budgeted Annual Monitoring Plan:<ul style="list-style-type: none">○ Identify key performance indicators in line with Project objectives, and use those for developing monitoring tools and a systematic M&E dashboard for SELECT.○ Assist in the development of log-frames, annual budgeted monitoring plans and relevant data-collection processes, for tracking and monitoring activities under SELECT, and get necessary approvals for implementation
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management. Keep the afore-mentioned documents updated, in accordance with Project activities and timeframes, as relevant.

Project Monitoring:

- He / She will track the progress of various interventions as per work plans, identify lags and issues, and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables, through regular monitoring of data and field visits. Specifically, the Specialist will monitor the following activities:
 - **Reading skills of Grade 3 students:** coordinate with Directorate of Curriculum, Assessment & Research (DCAR) for data from sample-based Early Grade Reading Assessments (EGRA) tests. Support DCAR in preparation of analytical report.
 - **Implementation of the CPD in target schools:** In close collaboration with the CPD Specialist (PMIU-RSU), (i) review and cross-verify the reports generated on CPD implementation, and data/reports of the number of Guide Teachers (GTs) trained, regular / scheduled meetings of GTs and Subject Coordinators (SC); and (ii) monitor reports on Teacher Education Assistance for College and Higher Education (TEACH) carried out by PMIU/RSU.
 - **Regular supervision of project implementation sites under Component 2:** In liaison with the Lead Project Engineer, the M&E Specialist will monitor school upgradation activities and maintain a record of upgraded facilities.
 - **Student attendance monitoring system:** Number of schools implementing the attendance monitoring system and applying student attendance redress procedures - coordinating with the Directorate of School Education (DSE) and Directorate General M&E (DGM&E) for regular attendance monitoring reports in selected schools and reporting on the redress procedures adopted and implemented.
 - **Behavioral Nudges Intervention:** In close collaboration with the Socio-Emotional Support Specialist, monitor and evaluate the behavioral nudge intervention.
 - **Implementation of Student Attendance Monitoring Redress Systems (SAMRS) in target schools:** The Specialist will work with the SAMRS Specialist RSU-PMIU, to (i) identify patterns of student absenteeism and associated factors and prepare a detailed assessment report on student absenteeism and drop-out to inform the design of the SAMRS; and (ii) to use the SAMRS data to monitor the adequacy and efficacy of student attendance redress procedures and communicate any changes to these procedures.

- **Grade promotion and transition rate:** use the Annual School Census (ASC) to develop reports regarding grade promotion and transition rates, in line with the ASC report.

Project Impact Evaluation:

- Design and develop ToRs for procurement of consultancy services for Project impact evaluation surveys (including the behavioral nudge pilot intervention) and EGRA, including baselines, mid/end-term evaluations, in close coordination with the allied agencies.
- Participate in technical evaluation of bids including pre-bid and negotiations meetings for various procurement activities related to M&E functions.
- The Specialist will manage the survey firm for Project evaluation, ensure quality of data collection, and monitor firm deliverables. He / She will review the quality of data generated by RSU's various nodes and activity streams, the methods of collecting it, and the degree to which it will provide a good basis for progress monitoring and reporting, as well as impact evaluation, and bring improvements where necessary.
- Review inception reports and other payment related deliverables submitted by the survey firm, EGRA firm, Third Party Verification (TPV) firm for PBC verification, share feedback and accept deliverables based on achieving desired level of satisfaction.
- Participate in meetings with M&E related third-party firms.
- Monitor and conduct quality assurance checks for survey firm.

Community Satisfaction Survey: The Specialist will lead the development of instruments for, and the roll-out of, a beneficiary and community satisfaction survey for activities under SELECT.

Preparing bi-annual implementation progress reports: The Specialist will prepare bi-annual reports by compiling implementation reports generated through different systems from various implementing units and specialized agencies of SELD, which include Sindh Teacher Education Development Authority (STEDA), Provincial Institute of Teacher Education (PITE), Teacher Training Institutes (TTIs), DSE, DGM&E, and DCAR. These reports will include the activities carried out, and the number of activities and intermediate beneficiaries, mainly for the following indicators.

Liaise with third party firm for PBC Verification: Liaise closely, provide needed information and respond to queries of the third-party verification firm for monitoring the Project's PBCs.

Dissemination: He / She will further develop case studies and success stories to capture qualitative outputs and impacts of SELECT interventions.

Perform other related functions, duties, and tasks as may be requested by the competent authority.

Section II. Technical Evaluation Report- Forms Basic Data

Name of the Country	Islamic Republic of Pakistan
Name of the Client & address	<p>The Sindh Early Learning Enhancement through Classroom Transformation project (SELECT) Government of Sindh Education Department, Project Management and Implementation Unit (PMIU) of Reform Support Unit (RSU).</p> <p>Address: Project Management & Implementation Unit (PMIU), Reform Support Unit (RSU), ELD, Govt of Sindh Attn.: Junaid Samo, Chief Program Manager, RSU Building No.47-E/1 -48TH Street, Block -06 PECHS. Nursery Shahrah-e-Faisal, Karachi Tel:+92 21 34320241-5 E-mail: info@rsu.sindh.gov.pk Website: https://rsu-sindh.gov.pk/</p>
Name of the Position	M&E Specialist
Method of Selection	Quality and Experience Based as per World Bank Regulations
Type of Contract	<i>One years (Extendable based on the performance)</i>
Estimated price	<i>Estimated monthly remuneration (Rs.), Estimated Cost for current financial year (Rs.) 437,000 (PPS-10) including all taxes.</i>
	Review (Post)
Names of applicants Received	<p><u>Submitted CVs (.)</u></p> <ol style="list-style-type: none"> 1. Tariq Maqsood Qureshi 2. Saba Iqbal Khan 3. Abdul Jabbar Magsi 4. Junaid Hyder 5. Muhammad Kashif saddiqui 6. Sadarudin Jatoi 7. Muhammad Hasan Ali Larik 8. Waqar Ali 9. Harmendra Singh 10. Irfan Ali Bhatti 11. Ali Channa 12. Muhammad Ali Khoso 13. Shaman Ali Jumani 14. Shazmeneh Durrani 15. Muhammad Shahid Panhwar 16. Asif Shahzad Khan 17. Habibullah Khaskheli 18. Zulfiqar Ali Mirani 19. Bilal Nawaz Khan 20. Hussain Bux Korejo 21. Muhammad Younis 22. Engr. Kulsoom Ahmed 23. Adnan Mahmood 24. Ayaz Hussain 25. Seema Adil
Evaluation criteria/ Sub criteria	Evaluation criteria is given at Annex-IV (Terms of Reference)

Applicants Shortlisted as below :

a) Shortlisting Process:

<p>Strength and Weakness of the Applicants:</p>	<p><u>Strength & Weakness of the Consultants:</u></p> <p><u>Candidate 1 (Mr. Tariq Maqsood Qureshi)</u></p> <p>Strengths:</p> <ul style="list-style-type: none">• He has 23 year Relevant Experience.• He has relevant education and experience <p>Weakness:</p> <ul style="list-style-type: none">• <u>No</u> <p><u>Candidate 2 (Mr. Waqar Ali)</u></p> <p>Strengths:</p> <ul style="list-style-type: none">• He has almost 10.5 years of Relevant Experience <p>Weakness:</p> <ul style="list-style-type: none">• No <p><u>Candidate 3 (Mr. Ali Channa)</u></p> <p>Strengths:</p> <ul style="list-style-type: none">• He has almost 18.9 years of Relevant Experience <p>Weakness:</p> <ul style="list-style-type: none">• <u>No</u> <p><u>Candidate 4 (Mr. Muhammad Ali Khosa)</u></p> <p>Strengths:</p> <ul style="list-style-type: none">• He has almost 5 years 1 month of Relevant Experience <p>Weakness:</p> <ul style="list-style-type: none">• <u>No</u> <p><u>Candidate 5 (Mr. Sadaruddin Jatoi)</u></p> <p>Strengths:</p> <ul style="list-style-type: none">• He has almost 10 years 3 months of Relevant Experience <p>Weakness:</p> <ul style="list-style-type: none">• <u>No</u>
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Candidate 6 (Mr. Muhammad Shahid Panhwar)

Strengths:

- He has almost 21.1 years of Relevant Experience

Weakness:

- **No**

Candidate 7 (Mr. Asif Shahzad Khan)

Strengths:

- He has almost 5 years of Relevant Experience

Weakness:

- **No**

Candidate 8 (Mr. Zulfiqar Ali Mirani)

Strengths:

- He has almost 6 years 4 month of Relevant Experience

Weakness:

- **No**

TOR: The TOR for the position is attached as *Annex-IV*

CVs: The CVs of the all applicants are attached as *Annex-V*

ANNEXURE-A

**MERIT EVALUATION SHEET FOR ALL CANDIDATES
M&E Specialist**

S#	Name of Candidates	Relevant Education (ME)	Total Relevant Experience	Required Education	Required Experience	Remarks
1	Tariq Maqsood Qureshi	1. MA Sociology Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total experience is 30 years Out of which 23 Years is a relevant experience	<ul style="list-style-type: none"> At least, Master's degree or equivalent (sixteen (16) years of education), in Economics/ Statistics/ Public Policy/ International Development, or a related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. 	<ul style="list-style-type: none"> At least five (05) years of documentary verifiable experience, after acquiring stipulated qualifications, in monitoring/evaluation of education sector/ human development programmed/projects. Demonstrated experience in: developing logical framework, sampling design, conducting assessments and surveys, data quality assessments and oversight, Quantitative and qualitative) from primary and secondary sources. Managing and providing training to partners, Facilitating and serving as the project liaison for externally managed evaluations. 	<p>Qualified</p> <p>1. He has relevant education and experience</p> <p>Preferred Certification: Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage. No</p>
2	Saba Iqbal Khan	1. Master degree in Management Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	9 years of teaching experience No Relevant experience	<ul style="list-style-type: none"> Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage. 	<ul style="list-style-type: none"> Preferred: eight (08) or more years of relevant experience in the aforementioned areas. 	<p>Disqualified</p> <p>1. No Relevant experience</p> <p>Preferred Certification : Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>
3	Abdul Jabbar Magsi	1. MBA(Hons) (Arts) 2. BA Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total experience is 15 years Out of which 13 years of experience monitoring and evaluation			<p>Disqualified</p> <p>1. He does not have relevant education</p> <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes</p>
4	Junaid Hyder	1. MBA 2. B.Ed. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Cv not provided			<p>Disqualified</p> <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>
5	Muhammad Kashif saddiqui	1. MA Sociology Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total irrelevant experience is 9 years			<p>Disqualified</p> <p>1. He does not have relevant required experience</p> <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>
6	Muhammad Hasan Ali Larik	1. MBA in Marketing Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total Experience 3 years. No relevant experience			<p>Disqualified</p> <p>1. He does not have relevant required experience and education</p> <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>
7	Waqar Ali	1. MBA 2. BBA Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes	10-year 5 month relevant experience			<p>Qualified</p> <p>1. He has relevant experience 2. But he does not have relevant education</p> <p>preferred Certification: Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage. Yes</p>

8	Harmendra Singh Nationality: India	1. Master of Evolution 2. MA/MPhil adult and continuing education 3. Master Information Management 4. B.A. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 16 years of experience 10 years 7 Month relevant experience			<u>Disqualified</u> 1. He has relevant experience and education 2. He has India nationality preferred Certification: Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes
9	Irfan Ali Bhatti	1. MPhil 2. Master (Econ) 3. B.Com Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total 12 years of experience Relevant experience is 1.6 years			<u>Disqualified</u> 1. He does not have relevant required experience. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
10	Ali Channa	1. Master in Social Science 2. B.A. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 22 years of experience Relevant experience is 18 years 9 Month Exp			<u>Qualified</u> 1. He has relevant experience and education preferred Certification: Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes
11	Muhammad Ali Khoso	1. M.A (Sociology) 2. B.A (Hons) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 12 years of experience Relevant experience is 5 years 1 month			<u>Qualified</u> 2. He has relevant experience and education preferred Certification: Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes
12	Sadaruddin Jatoi	1. M.Sc. (Hons) 2. B.Sc. (Hons) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 22 years of experience Relevant experience is 10 years 3 month			<u>Qualified</u> 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
13	Shaman Ali Jumani	1. Ph.D. 2. M.Phil. 3. M.Com 4. B.Com	Total 12 years of experience No relevant			<u>Disqualified</u> 1. He does not have relevant required experience. 2. He is also govt officer and did not apply through. Proper channel Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
14	Shazmench Durrani	1. M.S Ed 2. B.A. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 6 years of experience Relevant experience is 3 years 6 month			<u>Disqualified</u> 1. He does not have relevant required experience. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
15	Muhammad Shahid Panhwar	1. M.Phil. Development Studies 2. Master in Sociology 3. B.E Civil Preferred Certification :Advanced certification in M&E, statistics or any	Total 23 years of experience Relevant experience is 21 years 1month			<u>Qualified</u> 2. He has relevant experience and education

		other relevant discipline shall be accorded due weightage: yes				Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
16	Asif Shahzad Khan	1. Master of Development Studies 2. MSc Computer Science 3. BSc Computer Science Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 18 years of experience Relevant experience is 5 years			Qualified 3. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
17	Habibullah Khaskheli	1. Master in English and Social Enterprise Management Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 14 years of experience Relevant experience is 1 years			Disqualified 1. He does not have relevant required experience. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
18	Zulfiqar Ali Mirani	1. Master in Project Management 2. B.Ed. 3. BS (Hons) in sociology Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 7 years 10 Month of experience Relevant experience is 6 years 4 month			Qualified 4. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
19	Bilal Nawaz Khan	1. MBA(Finance) 2. B.Com Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total 19 years of experience No relevant experience			Disqualified 1. He does not have relevant required experience. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
20	Hussain Bux Korejo	1. BS(computer Science) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes	Total 11 years of experience Total relevant experience is 3 years 11 Month			Disqualified 1. He does not have relevant required experience. Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
21	Muhammad Younis	1. B.E (Electrical) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total 6 years of experience Total relevant experience is 6 years			Disqualified 1. He does not have relevant required education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
22	Engr. Kulsoom Ahmed	1. PhD (On going) 2. Master in Environment Management 3. B.E (electrical) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total 16 years of experience No relevant experience			Disqualified 1. He does not have relevant required experinec Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
23	Adnan Mahmood	1. MBA 2. BS Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total 16 years of experience No relevant experiences			Disqualified 1. He does not have relevant required experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No
24	Ayaz Hussain	1. Master in Public administration 2. B.Ed Preferred Certification :Advanced certification in M&E, statistics or any	Total 9 years of experience Relevant experiences is 4.5 years			Disqualified 1. He does not have relevant required experience and education

		other relevant discipline shall be accorded due weightage: No				Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall accorded due weightage: No
25	Seema Adil	<ol style="list-style-type: none"> 1. MS Bioscience 2. B.ED 3. B.S.C Bio Chemistry <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>	<p>Total 16 years of experience</p> <p>No relevant experiences</p>			<p>Disqualified</p> <p>2. He does not have relevant required experience and education</p> <p>Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No</p>

ANNEXURE-B

Rank-wise Evaluation For Shortlisted Candidates

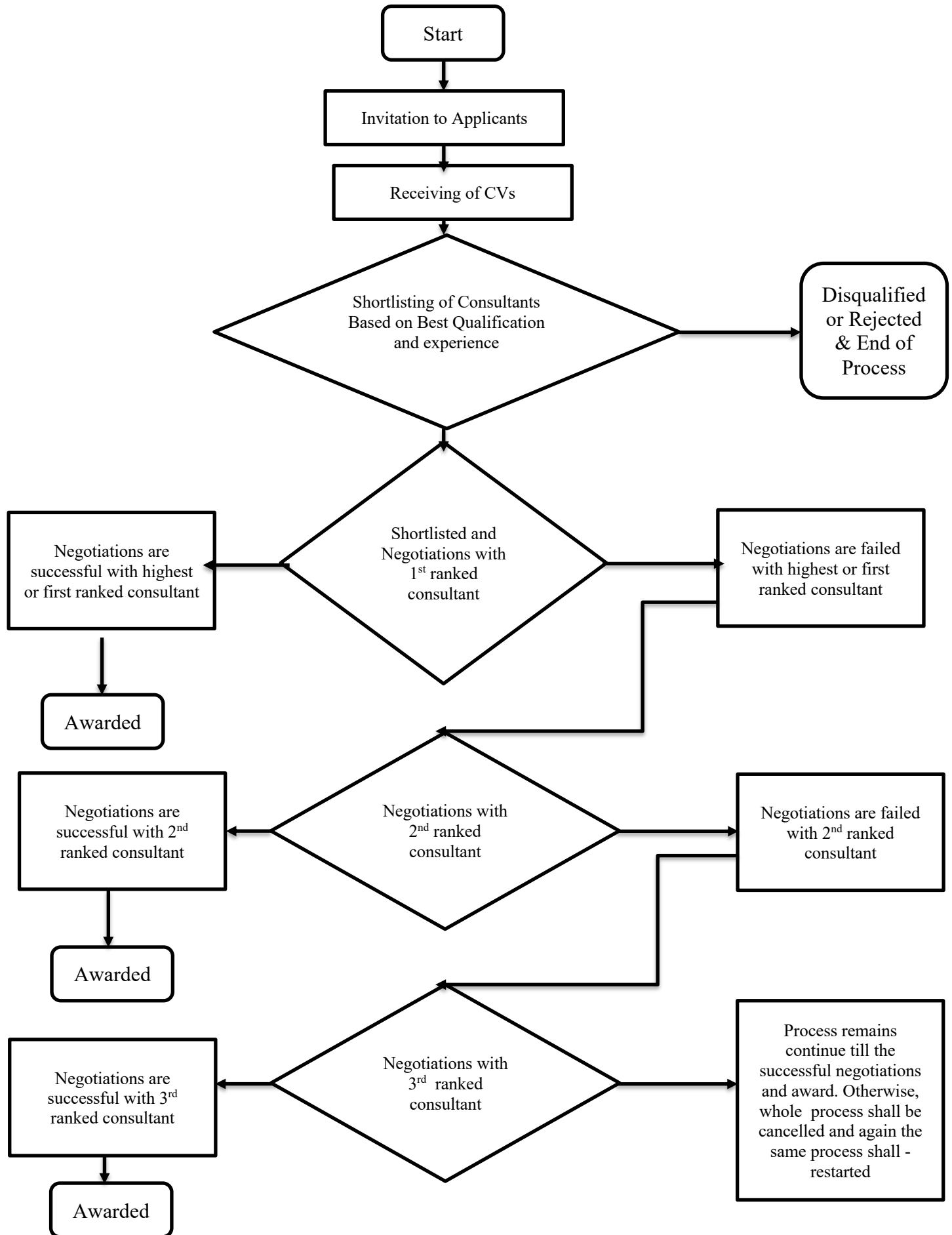
S#	Ranks	Name of Candidates	Required Education	Relevant Education (ME)	Total Relevant Experience	Recommendation with Remarks
1	Ranked-1	Tariq Maqsood Qureshi	At least, Master's degree or equivalent (sixteen (16) years of education), in Economics/ Statistics/ Public Policy/ International Development, or a related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	1. MA Sociology Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: No	Total experience is 30 years Out of which 23 Years is a relevant experience	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
2	Ranked-2	Muhammad Shahid Panhwar	Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage.	1. M.Phil. Development Studies 2. Master in Sociology 3. B.E Civil Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 23 years of experience Relevant experience is 21 years 1month	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
3	Ranked-3	Ali Channa		1. Master in Social Science 2. B.A Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 22 years of experience Relevant experience is 18 years 9 Month Exp	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
4	Ranked-4	Waqar Ali		1. MBA 2. BBA Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: Yes	10-year 5 month relevant experience	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
5	Ranked-5	Sadaruddin Jatoi		1. M.Sc. (Hons) 2. B.Sc. (Hons) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 22 years of experience Relevant experience is 10 years 3 month	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
6	Ranked-6	Zulfiqar Ali Mirani		1. Master in Project Management 2. B.Ed. 3. BS (Hons) in sociology Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes	Total 7 years 10 Month of experience Relevant experience is 6 years 4 month	Qualified 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
7	Ranked-7	Muhammad Ali Khoso		1. M.A (Sociology) 2. B.A (Hons) Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline	Total 12 years of experience Relevant experience is 5 years 1 month	Qualified 1. He has relevant experience and education

				shall be accorded due weightage: yes		Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes
8	Ranked-8	Asif Shahzad Khan		1. Master of Development Studies 2. MSc Computer Science 3. BSc Computer Science Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes 3.	Total 18 years of experience Relevant experience is 5 years	<u>Qualified</u> 1. He has relevant experience and education Preferred Certification :Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage: yes

Note:

- If PMIU SELECT shall have successful negotiation on top ranked applicants, Top ranked shall be offered to join this project.
- In case failure of negotiation with top ranked applicants , PMIU SELECT shall start negotiation with 2nd ranked and offer him to join.
- In case failure of negotiation with 2nd ranked applicants , PMIU SELECT shall start negotiation with 3rd ranked candidate.
- In case, the negotiation with top three applicants failed then PMIU-SELECT shall invite more candidates' CVs for re-evaluation and negotiation.

Flowchart for the hiring of ICs under Limited Market Approach



Project Background

The Sindh Early Learning Enhancement through Classroom Transformation (SELECT) Project encompasses a multi-pronged approach towards improving the quality of both teaching and learning practices in primary education, with a particular emphasis on foundational reading in grades 1 through 5. The Project comprises a series of focused and flexible implementation strategies, targeted at the school and meso- levels (personnel and systems at the school, taluka and district levels). The Project supports improvements in the transition from primary to elementary school, as well as a reduction in dropouts through targeted student attendance redress procedures. Desired Project outcomes would eventually contribute to reductions in learning poverty and in the number of out-of-school children.

(Original) Main Project Amount	IDA: US\$100 million GPE ESPIG: US\$29.9875 million GPE MG: \$24.775 million Total: US\$154.7625 million
Expected Project Duration	August 2021 – April 2026

Project Objectives	The overall development objective of this Project is to improve the reading skills of early grade primary students and increase student retention in primary schools in selected districts.
Project Cost	IDA: US\$100 million GPE ESPIG: US\$29.9875 million GPE MG: \$24.775 million Total: US\$154.7625 million
Expected Project Duration	August 2021 – April 2026
Component 1	Transforming teaching practices in the early grades - <ul style="list-style-type: none"> ▪ Subcomponent 1.1: Implementation of a Continuous Professional Development (CPD) model for improved literacy skills in the early grades ▪ Subcomponent 1.2: Behavioral nudges for improved learning ▪ Subcomponent 1.3: Technical Assistance (TA) for transforming teaching practices Under this component, a CPD model will be implemented with the aim of improving literacy skills in early grades. Behavioral nudges will be utilized to improve student wellbeing and mitigate potential risks of dropping out. TA will also be provided for institutional capacity building and support.
Component 2	Improving the physical learning environment in selected primary schools, and upgrading them from grade 5 to grade 8, supporting the teaching and learning aims set out in Component 1 and the student retention aims set out in Component 3. Cost-effective and carbon-efficient technologies will be utilized to introduce needed climate adaptations and mitigate climate risk.

Component 3	<p>Improving system capacity for effective school leadership and management support:</p> <ul style="list-style-type: none"> ▪ Subcomponent 3.1: Establishing a technology-based student attendance monitoring system ▪ Subcomponent 3.2: TA and capacity building for school leadership and local education office management to mitigate student dropout <p>A technology-based student attendance monitoring system will be established. TA will be provided, and capacity building will take place for school leadership and local education office management increase their ability to use school-level data in conjunction with Component 1 activities to mitigate student dropout.</p>
Component 4	<p>The Reform Support Unit (RSU) will monitor and evaluate the Project, monitor safeguards, oversee procurement and financial management, and will be responsible for overall management and coordination of the Project on behalf of the School Education and Literacy Department (SELD).</p>
Geographic Scope	<p>The Project will be implemented in twelve selected districts in Sindh: Badin, Ghotki, Jacobabad, Kambar-Shahdadkot, Kashmore, Mirpurkhas, Mitiari, Sanghar, Shikarpur, Sujjawal, Tando Muhammad Khan, and Thatta.</p>

Implementation Arrangement

The Project overall will be implemented by SELD, Government of Sindh (GoS), through the Project Management and Implementation Unit (PMIU). This will be housed in the RSU, which will monitor the overall implementation of Project activities with TA support. The RSU will be headed by the CPM (Chief Programme Manager) who will responsible for designing and executing a sound project monitoring evaluation plan. The Specialist will assist PMIU in monitoring the progress of the Performance Based Conditions (PBCs) will the support of other component team members, and project-specific monitoring and evaluation. A team of consultants will be hired to support these functions.

Workstream Overview

Monitoring of results and reporting: The RSU PMIU will produce progress reports every six months, based on real-time information from the SAMRS, existing SED education information systems, and progress reports from allied agencies. Based on this data, achievements vis-à-vis the Project results chain will be monitored and reported through the Project’s biannual progress reports to be collated by the RSU and shared with the World Bank. Key indicators will be traced and disaggregated by gender. Consultancy for third-party validation for Performance- Based conditions will be procured to verify whether PBCs have been achieved.

EGRA and Impact evaluations: A third-party consulting firm will be hired for conducting the EGRA baseline study, as well as a midline and endline assessment. The project will also conducted detailed impact assessments, with a specific focus on the behavioral nudge pilot intervention, with TA from the World Bank on evaluation design and through hiring the services of a firm for the impact evaluation surveys.

Implementation support: Six monthly regular implementation support missions will be undertaken by the WB.

Objectives of the Assignment

The RSU is seeking to put in place a centralized monitoring unit through the hiring of the above referred M&E Specialist. The primary objective of this position will be to provide expertise and support in overall centralized monitoring of the Project.

The M&E specialist will perform the following functions, duties, and tasks:

Focal Person for Monitoring and Evaluation:

He/she will work as the focal point within the RSU-PMIU to provide assistance, guidance and counsel on necessary requirements of M&E compliance within the Project as per legally agreed guidelines. Develop the overall framework, policy, systems, procedures, and reporting mechanism for the Project's M&E in accordance with the Results Framework of the Project, as well as the guidelines of RSU, and the World Bank.

Development of Project M&E Plan:

- **System diagnostics:**
 - Assess the existing capacity and preparedness level of M&E systems and mechanisms at RSU and allied agencies, and suggest measures to mitigate risks. Provide suggestions to further strengthen these systems and procedures on a sustainable basis.
 - Review the quality of data generated by RSU's various nodes and activity streams, the methods of collecting it, and the degree to which it will provide a good basis for progress monitoring and reporting, as well as impact evaluation, and bring improvements where necessary.
 - Assist the MIS specialist in reviewing the existing management information systems and individual modules to assess their efficacy for management information and decision-making, and help improve the quality of data generated, its relevance and coverage.
- **M&E Manual:** Lead the development of a comprehensive M&E manual, detailing the principles, processes, scope, strategy, M&E planning process, standard monitoring tools and approaches including M&E dashboards for SELECT.
- **Budgeted Annual Monitoring Plan:**
 - Identify key performance indicators in line with Project objectives, and use those for developing monitoring tools and a systematic M&E dashboard for SELECT.
 - Assist in the development of log-frames, annual budgeted monitoring plans and relevant data-collection processes, for tracking and monitoring activities under SELECT, and get necessary approvals for implementation management. Keep the afore-mentioned documents updated, in accordance with Project activities and timeframes, as relevant.

Project Monitoring:

- He / She will track the progress of various interventions as per work plans, identify lags and issues, and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables, through regular monitoring of data and field visits. Specifically, the Specialist will monitor the following activities:
 - **Reading skills of Grade 3 students:** coordinate with Directorate of Curriculum, Assessment & Research (DCAR) for data from sample-based Early Grade Reading Assessments (EGRA) tests. Support DCAR in preparation of analytical report.
 - **Implementation of the CPD in target schools:** In close collaboration with the CPD Specialist (PMIU-RSU), (i) review and cross-verify the reports generated on CPD implementation, and data/reports of the number of Guide Teachers (GTs) trained, regular / scheduled meetings of GTs and Subject Coordinators (SC); and (ii) monitor reports on Teacher Education Assistance for College and Higher Education (TEACH) carried out by PMIU/RSU.
 - **Regular supervision of project implementation sites under Component 2:** In liaison with the Lead Project Engineer, the M&E Specialist will monitor school upgradation activities and maintain a record of upgraded facilities.
 - **Student attendance monitoring system:** Number of schools implementing the attendance monitoring system and applying student attendance redress procedures - coordinating with the Directorate of School Education (DSE) and Directorate General M&E (DGM&E) for regular

- attendance monitoring reports in selected schools and reporting on the redress procedures adopted and implemented.
- **Behavioral Nudges Intervention:** In close collaboration with the Socio-Emotional Support Specialist, monitor and evaluate the behavioral nudge intervention.
- **Implementation of Student Attendance Monitoring Redress Systems (SAMRS) in target schools:** The Specialist will work with the SAMRS Specialist RSU-PMIU, to (i) identify patterns of student absenteeism and associated factors and prepare a detailed assessment report on student absenteeism and drop-out to inform the design of the SAMRS; and (ii) to use the SAMRS data to monitor the adequacy and efficacy of student attendance redress procedures and communicate any changes to these procedures.
- **Grade promotion and transition rate:** use the Annual School Census (ASC) to develop reports regarding grade promotion and transition rates, in line with the ASC report.

Project Impact Evaluation:

- Design and develop ToRs for procurement of consultancy services for Project impact evaluation surveys (including the behavioral nudge pilot intervention) and EGRA, including baselines, mid/end-term evaluations, in close coordination with the allied agencies.
- Participate in technical evaluation of bids including pre-bid and negotiations meetings for various procurement activities related to M&E functions.
- The Specialist will manage the survey firm for Project evaluation, ensure quality of data collection, and monitor firm deliverables. He / She will review the quality of data generated by RSU's various nodes and activity streams, the methods of collecting it, and the degree to which it will provide a good basis for progress monitoring and reporting, as well as impact evaluation, and bring improvements where necessary.
- Review inception reports and other payment related deliverables submitted by the survey firm, EGRA firm, Third Party Verification (TPV) firm for PBC verification, share feedback and accept deliverables based on achieving desired level of satisfaction.
- Participate in meetings with M&E related third-party firms.
- Monitor and conduct quality assurance checks for survey firm.

Community Satisfaction Survey: The Specialist will lead the development of instruments for, and the roll-out of, a beneficiary and community satisfaction survey for activities under SELECT.

Preparing bi-annual implementation progress reports: The Specialist will prepare bi-annual reports by compiling implementation reports generated through different systems from various implementing units and specialized agencies of SELD, which include Sindh Teacher Education Development Authority (STEDA), Provincial Institute of Teacher Education (PITE), Teacher Training Institutes (TTIs), DSE, DGM&E, and DCAR. These reports will include the activities carried out, and the number of activities and intermediate beneficiaries, mainly for the following indicators.

Liaise with third party firm for PBC Verification: Liaise closely, provide needed information and respond to queries of the third-party verification firm for monitoring the Project's PBCs.

Dissemination: He / She will further develop case studies and success stories to capture qualitative outputs and impacts of SELECT interventions.

Perform other related functions, duties, and tasks as may be requested by the competent authority.

Qualification and Professional Experience

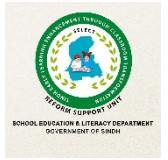
Qualification

- At least, Master's degree or equivalent (sixteen (16) years of education), in Economics/ Statistics/ Public Policy/ International Development, or a related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Advanced certification in M&E, statistics or any other relevant discipline shall be accorded due weightage.



**PROJECT MANAGEMENT & IMPLEMENTATION UNIT
SINDH EARLY LEARNING ENHANCEMENT THROUGH CLASSROOM
TRANSFORMATION**

**REFORM SUPPORT UNIT (RSU)
SCHOOL EDUCATION & LITERACY DEPARTMENT**



TERMS OF REFERENCE

Experience

- At least five (05) years of documentary verifiable experience, after acquiring stipulated qualifications, in monitoring/evaluation of education sector/ human development programmes/projects.
- Demonstrated experience in:
 - developing logical framework,
 - sampling design,
 - conducting assessments and surveys,
 - data quality assessments and oversight,
 - quantitative and qualitative) from primary and secondary sources.
 - managing and providing training to partners,
 - facilitating and serving as the project liaison for externally managed evaluations.
- Preferred: eight (08) or more years of relevant experience in the afore-mentioned areas.

Skills

- Ability to apply good judgement in the context of given assignments.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact, and ability to cope with challenging situations.
- Written and oral fluency in Urdu and English language; working knowledge of the Sindhi language will be considered an asset.
- Proficient in using MS Office (Word, Excel, & Power Point).
- Proficient in using MS Office (Word, Excel, & Power Point).
- Preferred: proficiency in using STATA.

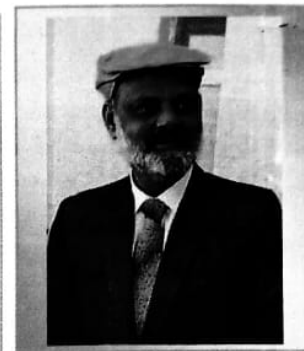
Selection Process

The appointment will be made in accordance with the “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017, July 2018 & November 2020).

CVs OF CANDIDATES

TARIQ MASAOOD

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<https://www.linkedin.com/in/tariq-masaood-qureshi-2ba03929/>
Skype: tariqmasaood



PERSONAL:

Date of Birth: 17th September-1969
Domicile: Dadu (Sindh)
Nationality: Pakistani
Languages: Sindhi (Mother tongue) fluent in English and Urdu.
Education: MA (Sociology) University of Sindh Jamshoro, Sindh (1999).
Computer Literacy: MS Office, MIS, GIS, Internet Data tools operations.
Diploma in Educational Leadership Management (2018-19).
Diploma in Project Management (2022 -23 in process).
References: Shall **be provided upon request.**

BRIEF INTRODUCTION:

Mr. Tariq Masood is a Project Management Specialist who has 28 years of experience working on development projects and programmes in both the public and private sectors. Out of 28 years, he has **23 years expertise in the field of monitoring, evaluation,** and research. His expertise also spans communication and training. His areas of specialty include developing M&E manuals, constructing logical frameworks, survey design, conducting assessments and surveys, analyzing data & DQA, coordinating and acting as the project liaison for organizational and externally managed evaluations, and conducting trainings on data quality assessments.

In addition, he is a well-known author who has written seven books, two of which were meant to promote children's literature. He has received numerous accolades for both his writing and professional achievements. His literary contributions include editing, translation, and transcribing (for Google Translation Community). He has served as an editor for several books and periodicals. He is a TV scriptwriter who has written several TV programs and serials, including "FASLA," the country of Pakistan's first mega-serial.

Since February 2013 he has been serving in **USAID** supported **Sindh Basic Education Program (SBEP)**, School Education & Literacy Department (SE&LD), **Government of Sindh**, Karachi, Pakistan as **Senior Manager, Planning Monitoring & Evaluation (PM&E)**. The SBEP is a partnership between **USAID** and the Government of Sindh that was initiated in 2011 and will continue until June 2023. The overall purpose of SBEP is to gain, "increased and sustained student enrollment in primary, middle and secondary schools in

seven districts of Sindh and five towns of Karachi." **USAID** and the Government of Sindh (GoS) intend to accomplish this goal through seven soft components such as 1) Construction of schools affected by 2010 floods, 2) Support to Government of Sindh policy reforms to merge, consolidate and upgrade schools through the construction of schools, 3) Improvement in early grade reading in primary schools, 4) Community mobilization, with a focus on increasing girls' enrollment and improving the nutritional status of children, 5) Technical assistance to the Department of School Education, 6) Monitoring and Evaluation and 7) Architect and Engineering (A&E) Services.

As a Senior Manager PM&E his main responsibilities are:

- Design and implementation of the monitoring and evaluation of all SBEP activities, including construction activities in accordance with PC 1 and M&E Framework designed as per the Activity Agreement between the Government of Sindh and USAID. M&E activities include Receiving and Analyzing Data provided by Implementing Partners, preparation of Monitoring and Validation Visit Plan, identifying sites to be visited (on sampling bases), design monitoring tools and transferring them to a digital format using the Kobo toolbox, desk monitoring where required, execute field visits, prepare 3-stage framework analysis consisted of 1) to measure current progress against quarterly, annual and life of project targets to ascertain if the deliverable was on track to be achieved and to gauge whether the partner was setting optimal targets; 2) Validation Analysis; and 3) Post Validation Analysis;
- To assist Program Director in strategic planning of program activities in accordance with the PC-I and activity agreement.
- To prepare and disseminate monthly and annual PC-III reports.
- To prepare and disseminate monthly, quarterly, and annual progress reports, and quarterly and annual M&E reports. Upload the progress on SBEP database and the **USAID** web-based MIS PakInfo.
- Institute relevant internal controls to monitor overall SBEP Program implementation against work plans and indicators to ensure all inputs are delivered, work schedules are met, and outcomes are effectively achieving the desired goals; and
- To coordinate all activities with firms responsible for conducting Operations Review, including Spot Check and Process Evaluation, and other surveys supporting M&E of the program.

Prior to this job he had been in Strengthening Participatory Organizations (**SPO**) Hyderabad Region as a Program Specialist, M&E – Special Projects. Before the above job he had been in **UNICEF** assisted project **Education in Emergency** at Jamshoro, Sindh as District Education Coordinator (Monitoring). The project was aimed to establish temporary learning spaces (shelters) for flood 2010 affected areas of Sindh.

Prior to this job he was **Project Officer, Monitoring Evaluation** Accountability and Learning (MEAL) in RAASTA Development Consultants (RDC). The RDC provides consultation services through innovative research and capacity building, evaluation and monitoring, community, and gender-based approaches, social and environmental assessments, institutional development, policy reform, civil society participation and multi-stakeholder partnerships. In this organization, he was assigned the offsite job assignments for organizing, training and supervision of teams to conduct the study cases, evaluations, surveys and research initiatives. He coordinated the field teams for multiple socioeconomic analyses, research, and surveys.

Before the said job he was **Project Manager/Team Leader** for "Prevention of Family Indebtedness with Microfinance & other related services Project" run by National Rural Support Program (NRSP) Hyderabad region in collaboration with **international labor Organization (ILO)**. This project was the first ever Project for Internally Displaced People **IDPs** in Sindh. As a team lead, he was responsible for the overall management and implementation of the project, through an eight-member team. He was responsible for coordinating with donors and preparing project reports for donors along with managing the financial resources of the project. He designed and implemented four microfinance products and his organization received an appreciation letter from the **Consultative Group to Assist the Poor (C-GAP)**.

Before the ILO assisted Project, Mr. Tariq worked as a Program Officer/Incharge Field Unit NRSP Hyderabad for three years. As a Program Officer, he worked for participatory development through Social Mobilization (establishing community organization), Microfinance (capital formation), imparting trainings (human resource development), Water Supply Sanitation & Hygiene (WASH), Community Physical Infrastructure, and Basic Education. Prior to serving in NRSP, he had been working on different projects/assignments with the Development Consultants. To put it briefly, Mr. Tariq Masood has a diverse range of development sector project experience. Additional details are provided in the "Employment History" section.

EMPLOYMEENT HISTORY:

- ❖ **Sr. Manager, Planning Monitoring & Evaluation**
USAID supported **Sindh Basic Education Program (SBEP)**, School Education & Literacy Department (SELD), **Government of Sindh**, Karachi, Pakistan
(February 2013 to date).
- ❖ **Program Specialist**, M&E, Special Projects.
Strengthening Participatory Organizations (**SPO**) Hyderabad Region.
January 2012 to February 2013.
- ❖ **Education Coordinator, Monitoring**
UNICEF Assisted Project **Education in Emergency**.
February 2011 to December 2011.

❖ **Project Officer, Monitoring, Evaluation, Accountability and Learning (MEAL)**
RAASTA Development Consultants, Pakistan 1996 to 1999.
August 2004 to February 2011.

❖ **Team Leader:**
ILO funded Prevention of family Indebtedness with Microfinance & Microfinance & another related services project executed by NRSP, Hyderabad region.
April-2002 to 2003.

❖ **Program Officer (In-charge Field Unit).**
National Rural Support Program (NRSP), Hyderabad.
June-2000 to March-2002.

❖ **Monitoring, Evaluation & Research Associate.**
RAASTA Development Consultants, Pakistan 1996 to 1999.

❖ **Project Officer:**
UNICEF assisted non-formal education project for girls in rural areas of Thatta, Sindh.
February 1994 to March 1996.

TRAININGS ATTENDED AS A PARTICIPANT:

- Understanding & Implementing M&E for Accountability & Performance (USAID-SCDP) 29-30 September 2016.
- The 2-month Training of Trainers on Web based MIS & GIS of USAID supported Sindh Basic Education Program by iMMAP, Pakistan (2013).
- The Training of Trainers on Micro Save –Africans Market Research for Microfinance at center for Microfinance CMF (Katmandu) Nepal -2002 (sponsored by ILO).
- Logical Framework Analysis (LFA)-2002 by NRSP.
- Training for Trainers (TOT) -2001 by NRSP
- Effective Presentation Training in -2001 by NRSP.
- Management of Micro Finance Training in -2000 by NRSP.
- Orientation Training Workshop (OTW) by NRSP in 2000.
- Basic management Training (NGORC) in 1998.
- Village education & Development Committee Training by UNICEF in 1994.
- Master Trainer for Community Base-Line Survey and Training by UNICEF in 1992.
- School Nutrition Program training by Agha Khan University in 1993.

CONTRIBUTION IN DESIGN, IMPLEMENTATION AND ANALYSIS OF FIELD DATA.

- Situation Analysis of former bonded labor camps named Baba Salahuddin, Sikandarabad, Hoosri and Matli by NRSP for ILO project in 2002.
- Situation Analysis of union council Hatri District Hyderabad (NRSP) 2000.
- Human Resource Development Study in Five Districts of Sindh by SZABIST/NRSP in 2000.
- Household/base Line survey of district Thatta (ADP/RAASTA Development Consultant) 1999-2000.
- Base Line survey of Manchhar Lake (RAASTA Development consultants /Sindh education foundation) in 1998.

- Knowledge, Attitude and Practice (KAP) survey in LBOD Project (RAASTA Development Consultant) in 1998.
- Community Literacy survey by UNICEF in 1993.
- Base Line community survey by UNICEF in 1992.

CONTRIBUTION IN SEMINARS, CONFERENCES, WORKSHOPS AND TRAININGS AS A RESOURCE PERSON.

- Training of Trainers on Web based MIS & GIS of USAID supported Sindh Basic Education Program by iMMAP, Pakistan (2013).
- Monitoring, Planning and Evaluation Training for GOs, NGOs functionaries and elected representatives of the district Government in Districts Thatta and Larkana by UNICEF-NRSP in 2001-2002.
- Training on Social Mobilization for Government representatives of the District Government in District Hyderabad and Karachi by UNICEF-NRSP in 2001-2002.
- Community Management skills Training (CMST) SINDRI (in collaboration with (IRC) in 2000.
- A good number of events of Community Management Skills Training (CMST) by NRSP from 2000.
- Training workshop on Preventive Measures against flood (SGSS/OXFAM) in 1998
- Seminar on resource sharing for Rural Development (AKHBP/NGORC)
- Workshop on RBOD and its implementations (SGSS) in 1998.
- Workshop on Historical, Social, and economic perspectives of communal harmony in Subcontinent (SGSS/ LOG SANGAT) in 1998.
- Role of NGOs in Management of Natural calamities (SGSS/OXFAM) in 1998
- Workshop on Project sustainability by UNICEF in 1995.

SABA IQBAL KHAN

CONTACT



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Mehmoodabad No 6, Karachi.



0335-3048940
0321-8903789

• Reference will be furnished upon request.

EDUCATION

- January 2019 – December 2020 | MS – Management Sciences with “3.43” CGPA
Muhammad Ali Jinnah University Karachi
- January 2009 – December 2012 | BS – Industrial Designing with “2.75” CGPA
University of Karachi
- January 2006 – December 2007 | Intermediate – Home Economics in “C” Grade
R.L.A.K Govt. College of Home Economics, Karachi
- April 2005 | Matriculation – Computer Science in “A” Grade
K.B.V C.A.A Model School- 3 Airport, Karachi

CERTIFICATIONS:

- May 2022 – Sep 2022 | Project Management Professional Certification
National Vocational and Technical Training Commission (NAVTTTC), Iqra University Main Campus Karachi
- July 2020 – November 2020 | Diploma in Administrative Skills
Pakistan Institute of Management (PIM) under Ministry of Industries and Production
- Dec 2019 – March 2020 | Diploma in Business English for Professionals
Pakistan Institute of Management (PIM) under Ministry of Industries and Production
- May 2015 – June 2015 | Office Automation
Professional Technology Experts
- Dec 2013 – 2014 | Certificate of Appreciation
A.S.F Schools & College, Karachi
- March 2011 | Certificate of Appreciation
Palestine Foundation Pakistan & Arts Council of Pakistan, Karachi

WORK EXPERIENCE

- K.B.V C.A.A MODEL SCHOOL-3 Airport, Karachi
2014 – 2016
- Pakistan Industrial Development Corporation, Karachi (under Ministry of Industries & Production)
2014
- A.S.F Schools & College, Karachi
2013 - 2014

Abdul Jabbar

Project Management & Development Professional



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Skype: jabbarmag

PERSONAL:

Address: Flat No, B-3, Yousif Plaza, Upper Gizri, Clifton, Karachi, Sindh, Pakistan.
Date of Birth: 18th September-1983
Nationality: Pakistani
Languages: Sindhi (Mother tongue) fluent in English, Urdu & Saraiki.
Education: **MBA (Hons)** University of Sindh Jamshoro, Pakistan.
B.A Sociology Shah Abdul Latif University Khairpur.
Diploma in Educational Leadership & Management. Pakistan Institute of Management, Karachi (Ministry of Industries & Production, Government of Pakistan).
References: **Shall be provided upon request.**

BRIEF INTRODUCTION:

I am a Social Development Professional who has 15-years' experience of serving Community Development Programs/Projects in both public and private sectors. Out of 15 years, he has earned 14 years' experience in donor funded Health and Education Program as Planning, Monitoring & Evaluation Officer mainly focused to provide assistance in advancing gender equality and female empowerment by ensuring full integration of gender issues in performance monitoring, evaluation, learning. With Monitoring, Evaluation and Research, his expertise includes Project Management, Communication, Social Mobilization, Community engagement and Data analysis.

Additionally, I am assisting the Additional Secretary, Planning, Development & Finance (PDF), School Education & Literacy Department in development of annual budget of ADP schemes, rain damages 2022 data, development projects data, various reports and presentations for apex forum as well as PC-1 of SE&LD's ADP schemes.

Professional Experience:

Planning, Monitoring & Evaluation Officer (July 2017 to the date)

USAID supported **Sindh Basic Education Program (SBEP)**, School Education & Literacy Department (SELD), **Government of Sindh**, Karachi, Pakistan

Since July 2017, Mr. Abdul has been serving in **USAID** supported **Sindh Basic Education Program (SBEP)**, School Education & Literacy Department (SELD), **Government of Sindh**, Karachi as Planning, Monitoring & Evaluation (PM&E) Officer

(BPS-17). SBEP is a partnership between **USAID** and the Government of Sindh that was initiated in 2011. The SBEP aims to gain, "increased and sustained student enrollment in primary, middle and secondary schools in ten districts of Sindh, including five towns of Karachi.

As a PM&E Officer, main-responsibilities are:

- Design and implementation of the monitoring and evaluation of all SBEP activities, including construction activities in accordance with PC 1 and M&E Framework designed as per the Activity Agreement between the Government of Sindh and **USAID**. M&E activities includes Receiving and Analyzing Data provided by Implementing Partners, preparation of Monitoring and Validation Visit Plan, to identify sites to be visited (on sampling bases), design monitoring tools and transferring them to a digital format using the Kobo toolbox, desk monitoring where required, execute field visits, prepare 3-stage framework analysis consisted of 1) to measure current progress against quarterly, annual and life of project targets to ascertain if the deliverable was on track to be achieved and to gauge whether the partner was setting optimal targets; 2) Validation Analysis; and 3) Post Validation Analysis.
- To assist the Additional Secretary, Planning, Development & Finance (PDF), School Education & Literacy Department in development of annual budget of ADP schemes, rain damages 2022 data, development projects data, various reports and presentations for apex forum as well as PCs-1 of SE&LD's ADP schemes.
- To assist Program Director in strategic planning of activities in accordance with the PC-I and activity agreement.
- Prepared the revised program PC-1 of the Sindh Basic Education Program, and it is cleared in PDWP forum.
- To prepare and disseminate monthly, quarterly, annual progress reports, PC-111(B), PC-1V reports, quarterly and annual M&E reports. Upload the progress on SBEP database and the **USAID** web-based MIS Pak info.
- Institute relevant internal controls to monitor overall SBEP Program implementation against work plans and indicators to ensure all inputs are delivered, work schedules are met and outcomes are effectively achieving the desired goals.
- To coordinate all activities with firms responsible in conducting Operations Review, including Spot Check and Process Evaluation, and other surveys supporting M&E of the program.
- My responsibilities are to promote education and connecting two nations' cultures and the longstanding strategic partnership between the USA and Pakistan.



Site Manager

June, 2014 to July, 2017.

Global Fund supported Program on **HIV/AIDS**.
Pakistan Society

Prior to this job he had been working as Admin & Account Assistant for three months and later promoted for three years as Site Manager in Pakistan Society **Global Fund** supported Project: (HIV/AIDS prevention and harm reduction services among the People Who Injecting Drugs, their spouses and children in selected Districts of Punjab and Sindh) at one of the biggest site of Pakistan with 40 number of employees at CoPC+Site Karachi.

- Supervise implementation of project related activities at the project site and oversee financial management of the project and develop monthly work plans and reports of the project activities for the submission to head office.
- Conduct regular advocacy sessions with key stakeholders at the project site office, maintain good contact and relationship with local police, government authorities and significant members of the community and update records of all police stations, law enforcing agencies, DMG members, local political/religious leaders, medical professionals and other related Government Department.
- Regularly monitor project activities to identify gaps and weaknesses, to verify the results against set targets and to access service delivery needs.
- Verify stock; generate demand and spot check supplies of the commodities and pharmaceutical products on a regular basis.
- Lead program team in the development and implementation of an M&E system and oversee routine program monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation design.
- Ensure the quality of M&E related data to be collected throughout the program implementation and document results of the M & E system and produce periodic reports required by the donor agencies and train the staff of partner NGOs in data collection methodology and in the M & E system, in general.

Monitoring & Evaluation Executive

May-2009 to June 2014.

Sindh Aids Control Program.
Pakistan Society

Prior to this job I was **Monitoring & Evaluation Executive** in Pakistan Society, funded by Sindh Aids Control Program, Government of Sindh. During this job, I was responsible to provide assistance in advancing gender equality and female empowerment by ensuring full integration of gender issues in performance monitoring, evaluation, learning, and other activities supported by the contract.

- Ensure the United Nation's Gender Equality and Female Empowerment Policies are applied throughout the activity.
- Work with project staff to ensure gender is appropriately integrated project areas.



- Strategize methods to monitor instances of gender disparities and gender-based violence (GBV).
- Integrate gender analysis and propose additional or alternative measures of gender-related outcomes and impact for all MEL work supported by the contract.
- Document successful activities and methodologies for gender integration.
- Other tasks contributing to meeting gender equity and women's empowerment targets and goals.

Statistical Assistant (BPS-11)

October-2008 to May 2009.

Federal Bureau of Statistics, Government of Pakistan

During this job I was **Statistical Assistant (BPS-11)** in Federal Bureau of Statistic, Government of Pakistan. During this job, he had been responsible for to collect all types of data concerned with NON-GOVERNMENT ORGANIZATION (NGO'S) Karachi based and all over the country from initial planning to the conclusion of examination reporting thereon.

Assistant Finance Manager

March-2007 to September-2008.

QFS International Private Limited

As an Assistant Finance Manager my responsibilities were to assist the finance manager with administrative and financial tasks, including invoicing, budget drafting. I was also responsible for writing monthly financial reports and filing the company's taxes.

TRAININGS ATTENDED AS A PARTICIPANT:

- Training on Report Writing Skills for Development Projects by **AHKNCRD**.
- Training on M&E, HR, Procurement and financial Management Manuals by **USAID**.
- Attended training on System Application Product (SAP) by **Deloitte Pakistan**.
- Attended training on Videography by **USAID**.
- Attended training on Advance Excel from **Pakistan Institute of Management**.
- Attended training on Data analyzing & Reporting conducted by **USAID**.
- Training on M&E, HR, Procurement and financial Management Manuals by **USAID**.
- Training on **Gender Based Violence and Referral Mechanism** by **USAID**.
- Two Days training on **Mobilization of HIV positive** for treatment and follow-up.
- Three days training by **SACP** on **Monitoring and evaluation**.

CONTRIBUTION IN DESIGN, IMPLEMENTATION, ANALYSIS OF FIELD DATA AND TRAININGS AS A RESOURCE PERSON.

- Prepared program **PC-1 (revised)** with all technical and financial aspects and recently the Revised PC-1 has been cleared from PDWP forum.
- Design and implemented the **PC-III (a)** annual report for financial and physical progress of Construction of SBEP Schools.
- Design and implementation of all data collection paper tools on web-based KoBo Tool Box software (Mobile-based/pc application).
- Graph and Data Analysis techniques on pivot table.
- Training of Trainers (ToT) on Web based NZMIS of Global Fund supported project on HIV/Aids.
- Conducted training on Spot identification and base Line surveys of Ten towns in Karachi.
- Planning, Monitoring and Evaluation Trainings for District Health Officer (DHOs) in Global fund project covered Districts in 2016.
- Conducted trainings on Mobilization HIV positive for NGOs worker by Global Fund in 2015.

Media Publications and Activities

- Participated several Tv shows live aired directly from news room for awareness of HIV/Aids.
- Attended Hourly Program Chae Time for awareness of target Population.
- Organize yearly Walk for Awareness of HIV/Aids.

Skills & knowledge

- Expert-level understanding of performance evaluation, including the assessment of metrics, comparative analysis, and future projections based on improvement.
- Solid knowledge and experience of monitoring and evaluation framework and modalities as well as of application of monitoring and evaluation concepts and techniques.
- Familiar with data mining applications used to retrieve information for analysis, as well as electronic reporting tools.
- Excellent oral and written communication skills, evidenced by comfort in sharing and interpreting report data with managers and preparing statements to be reviewed by stakeholders.
- Recognized by colleagues and seniors as being empathetic and helpful in understanding their evaluations.
- Organized and detailed in all aspects of work.
- Good knowledge of program and budget, project formulation, implementation, monitoring, review and evaluation.

Computer Skills

- 12 years practical working knowledge of MS Office Packages (Excel, MS word, Power point and Windows).
- Attended trainings from Microsoft certified trainers.
- Good Knowledge of SPSS.
- Data analytics.
- Fully knowledge of SDS, GL accounting system and MIS computer software.



Muhammad Kashif Siddiqui

House #5, Street # 3, Mughal Colony # 2, new pind Sukkur.

Cell: 0333-7116160, 0300-7049017

Date of Birth: August 19, 1977, Domicile: Sukkur, Sindh.

CNIC.. 45504-6780742-9

E-mail:- siddiqui77_pk@yahoo.com, kashifwvp@gmail.com



OBJECTIVE:-

Seeking a dynamic and brilliant position in organization, where my management expertise, knowledge and energize skills provide me the opportunities for career development as well as promotional processes of an organization.

Work History:-

Organization	Designation	Duration
C4de Pakistan	District Team Leader BWP, RYK, Rajanpur, GTK, KHP	7 December 2020 To 25 November 2021.
Agha Khan university	Team Leader Dist. SHP, KHP, Suk, GTK	8 th September 2020 To 26 th November 2020.
ACTED Pakistan.	Project Officer WASH / CLTS	5th April To 31 st December 2019
Indus Heritage Trust (IHT)	Resource Focal Person SUK & KHP	13 Sep 2018 to 8 March 2019
European Union, Election observation Mission.	Long Term Observation. Region	15 July 2018 to 7 Aug 2018.
IRD Pakistan.	Town Field Coordinator.	25 September 2017 to 30 April 2018.
Aurat Foundation.	District Coordinator /Manager Waseela-e Taleem sukkur.	27 th Sep 2014 to 8 May 2015.

Organization	Designation	Duration
ACTED Pakistan	Project Coordinator.	29 th NOV, 2013 to 22 Aug 2014.

Organization	Designation	Duration
World Vision Pakistan.	Social Mobilization Officer / Team Leader.	Sep 2010 – 30 Sep 2012.

Organization	Designation	Duration
SECOURS ISLAMIQUE FRANCE.	Project Officer	1 st JAN 2013 To 15 March 2013.

Organization	Designation	Duration
World Vision Pakistan.	Social Mobilization Officer.	18 th Mar, 2013 to 30 Sep 2013.

Trainings

- Seven days training on family planning organized by Green Star Pakistan from May 10-16, 2005 at Inter Park in Hotel Sukkur.
- Three days training on NIKHA NAMA Organized by Shirkat Gah Karachi from July 15-17, 2007 at Inter Park in Hotel, Sukkur.
- Four days Training on gender organized by Fatima Memorial Trust Hyderabad from August 5-7, 2008 at Red Carpet Hotel, Sukkur.
- Five days training on Child Rights and Child Protection organized by Plan International & World Vision from April 17-20, 2011 at Sukkur.
- Three day training on PRA (Participatory Reflection and Action) organized by World vision International from July 12-14, 2011 at WVI office, Sukkur.
- Three days training on social mobilization conducted by WVP from September 5-7, 2011 at WV office Sukkur.
- Three days training on Hygiene promotion through WVP from October 27-29, 2011 at WV office Sukkur.
- Training on “CLTS, PRA & Social Mobilization” organized by WVI on January 6-9, 2012 at Haiderabad.
- Three days training on sphere standard Organized by WVP from October 8-11, 2010 at Forum in Hotel Sukkur.
- Three days training on CVA advocacy organized by WVP from April 19-21 at WV office Sukkur
- Two days training Violence August Women in Karachi by Aurat foundation from December 16-17, 2011 at Meharan Hotel Karachi.
- Four days training on CLTS, PRA & Social Mobilization & Sanitation Marketing Organized by WVP from May 19-22, 2012 at Multan.
- Conducted and attended 2 days training of EPI Cold Chain maintain organized by World Vision Pakistan at Sukkur.

Survey & Research

Organization	Designation	Duration
Welfare of Men Kind and Nation (WOMAN)	Data Collector	20 Days
<u>Development Strategic.</u>	Supervisor	7 Days
<u>Agha khan university</u>	Team Leader	2 Month
<u>C4de Pakistan</u>	District Team Leader	4 Month
The Researcher	Data collector	10 Days

Education

- Bachelor of Catalog Library & Information Science (2017), Allama Iqbal Open University, Islamabad.
- M.A Sociology(2014), Shah Abdul Latif University, Khairpur
Major Subjects
 - Introduction to sociology, Sociological Theories, Research Methodology, Criminology, Social Problems of Pakistan, Rural Sociology.
- Bachelor of Arts (2007), Shah Abdul Latif University, Khairpur
Major Subjects:
 - Political Science and Islamic Culture.

Certificates

- Certificate Of Information technology (C.I.T)
- Diploma in Civil Drafting.
- Drawing Course.

Skills

- C.I.T & Knowledge of MS Office, lotus, outlook, MIS, Internet, and In-page.
- Good Team Building skills.
- Good Presentation and Communication Skill in National + Languages.
- Excellent training, community mobilization and motivation Skills to Work on management program.
- Demonstrated self-initiative, ability to work with a team, and time Management skills.
- Conflict resolution skills.

Languages

Language	Understanding	Writing	Speaking
URDU	Excellent	Excellent	Excellent
ENGLISH	Good	Good	Good
SINDHI	Excellent	Good	Excellent
PUNJABI	Excellent	Intermediate	intermediate
SERAIKI	Good	Poor	Intermediate

Interest & Hobbies

- To interact with people from different ethnic groups.
- Hobby of raising bird.
- Social work.

CURRICULUM VITAE
Sadaruddin Jatoi



House # 404-405, Street # 5, Baldia Town Karachi #3

Hub River Road, Karachi, Sindh Pakistan.

Cell: +92-300-306 5505 & +92-333-2754 596

Email: sadarjatoi@yahoo.com & sadarjatoi@gmail.com

Summary profile of Consultant:

Mr. Jatoi has got his master's degree in Rural Sociology from the Faculty of Social Sciences, Sindh Agriculture University, Tando Jam in 1997. He has more than 22 years working experience in public, private sector and corporate sector i.e. Government, Multi Donors including World Bank, EU, CIDA, SPO Pakistan, TVO Pakistan, actionaid International, UNDP Pakistan, SBEP -USAID, SECMC, HANDS and SDC etc.

Mr. Jatoi has multiple expertise and skills of lead trainer i.e WASH projects, project monitoring and evaluation, coordination, of community development projects/CSR projects implemented in the remote areas of Sindh. Besides that, he has also valuable skills as lead Trainer and conducted more than 100 trainings, provided life skills to the thousands of young/professionals of different field's i.e Health, Education, Gender and Development etc throughout Sindh Province of Pakistan.

Previously Mr. Sadaruddin has worked with SBEP -USAID supported project and SECMC in key position. In addition to that, Mr. Jatoi has four years working experience with UNDP Pakistan with different positions i.e. Provincial Coordinator Sindh for its two projects Early Recovery (ER) & Pro-Gole (right to do business) Projects (during year 2011-2013) and Provincial Monitoring and Reporting Coordinator (year 2007-2009) with Gender & poverty unit UNDP Project.

Previously he has also worked with action aid Pakistan (Emergency and Earlier Recovery Project for flood affected communities of Sindh during March 2011 to Sept 2011). He worked as Planning Monitoring Expert/ Assistant Project Director Sindh Province, Special Program for Food Security & Productivity Enhancement of Small Farmers, Ministry of Food and Agriculture, Government of Pakistan during July 2009-March 2011. Mr. Jatoi had worked with National Funding cum support organization Strengthening Participatory Organization (SPO Pakistan 2004-2007) where he has been developed, implemented multiple projects.

During 1999-2003 he had worked with National Funding Agency Trust for Voluntary Organizations (TVO Pakistan), as Regional Officer in Larkana, Umer Kot, Khairpur Mir's, and Hyderabad. During stay with TVO he had established TVO Regional Office Umer Kot that is located in desert area of Sindh. Working with TVO Pakistan he has been a facilitated/developed, implemented different project focussed on water and sanitation, health & Hygiene promotion, social mobilization for community development, primary health care for poor communities and

primary Education etc. Mr. Jatoi has extensive experience of survey, data collection, data analysis, research and interactions with the marginalized communities. Previously he has been working as Research Associate in the Department of Rural Sociology, faculty of social Science, Sindh Agriculture University Tando Jam (during year 1997-1998). Since that he has been involved into the different socio-economic surveys and research carried out through the department and other organizations.

He possesses micro computing skills including word processing software (Microsoft Word), spreadsheet (Microsoft Excel), presentation (Power Point), In page, Sindhi (writing and editing) and Internet software (MS Internet Explorer and Netscape Communicator).

PERSONAL BIO DATA

Fathers Name: Abdul Razaque

Date of Birth: March 2, 1970.

Place of birth: District Larkana Sindh Pakistan

Domicile: District Larkana

Nationality: Pakistani

NIC: 43201-7749106-5

Permanent & Residential Address:

House # 404-4045, Street # 5, Baldia Town #3
 Hub River Road, Karachi, Sindh Pakistan.
 Cell# 0300-3065505 & 0333 2754596

Employment History

The employment history is spread more than 27 years with public and private, National NGOs/ International NGOs, Corporate sector ect. The short details are as under:

S#	Organizations	Designation/Position	Period
1.	Social Development Consultants	Program Monitoring and Evaluation Specialist	June 2020 to update
2.	HANDS Pakistan	Project Manager -UNICEF Supported	July 2019to June 2020
3.	Social Development Consultants	Program Monitoring and Evaluation Specialist	2018 to June 2019
4.	SECMC	Community Resettlement Specialist	2016 to June 2018
5.	SBEP-USAID (USAID Supported Project)	Monitoring and Evaluation Specialist	Jan 2014 to April 2016
6.	UNDP Pakistan	Provincial Coordinator/Team Leader	2011 to Dec 2013
7.	Actionaid International	Team Leader/Program Coordinator Sindh	Jan 2011 to Sep 2011
8.	Ministry of Food and Security, Govt. of Pakistan	Assistant provincial Project Director/Planning and Monitoring Expert	2009 to 2010
9.	UNDP Pakistan	Provincial Monitoring and Reporting Coordinator	2007 to 2009
10.	SPO Pakistan	Provincial Program Coordinator Sindh	Jan 2004- June 2007
11.	TVO Pakistan Islamabad	Regional Head	Jan1999- Dec 2003
12.	Department of Rural Sociology, Faculty of Social Science, SAU Tandjam	Research Associate Department of Rural Sociology, Faculty of Social Science, SAU Tandjam	1997 to 1998

Training/Workshop/Seminars Attended/Organized/Facilitated.

1. Three day training on health and Safety for corporate Specialist organized by SECMC 2017.
2. Five day training conducted for the community organizations for the Block II ENGRO.
3. Five days training on "Procurement Management for Managers" organized by LUMS Lahore at PC Peshawar March 23-27, 2015.
4. Conducted series of trainings for professionals on electoral system in Pakistan March and March -April 2013.
5. TOT as lead trainer Electoral System in Pakistan organized by ECI/FAFeen March 2013 at PC Karachi
6. TOT on Business Association organized by UNDP Pakistan/SMEDA Pakistan December 4-10, 2012
7. TOT on Market and value chain organized by UNDP October 19-21, 2012 @Sukkur.
8. TOT on Disaster Risk reduction organized by actionaid Pakistan May 27-30, 2011.
9. TOT on Sphere Projects organized by CWS Pakistan/Afghanistan Office July 2007.

10. Attended one week Training on Management skills for Managers organized by Lahore University of Management sciences (LUMS) October 2006.
11. One week Training on Disaster Management and Preparedness Organized by Save the Children UK dated August 28, 2006 to September 4, 2006 at Margalla Hotel Islamabad
12. Training on "Project Cycle Management" organized by SAWFCO Hyderabad. (Jan 2006).
13. Two Weeks training workshop on "Project Monitoring and Evaluation" organized under Rural Social Development programme supported by the European Commission September 2004 at Islamabad and Lahore Pakistan
14. Facilitation -Four days training workshop "Community Health Workers" organized by the Strengthening Participatory Organizations (SPO) Hyderabad. May 29, 2004 to June 2, 2004.
15. Two-day workshop on "Project Cycle Management" organized by Trust For Voluntary Organizations, Hyderabad Office. (August 25-26, 2003).
16. Two-day workshop on "financial Management" organized by Trust For Voluntary Organizations, Hyderabad Office (June 25-26, 2003).
17. Two-day training workshop on "Project proposal Development" At Inter Pak Inn Hotel Sukkur. (August 5-6,2002)
18. Two day training workshop on " financial Management & Book keeping "organized by the Trust for Voluntary Organizations, at Awari Towers Hotel Karachi. (August 2-3, 2002).
19. One-week training on "Research methods & techniques workshop" held on May 21-25, 2001, organized by Trust For Voluntary Organization Margalla Hotel Islamabad.
20. One-week training on "Financial & Administrative Management Workshop" held on January 23-27, 2001at Islamabad.
21. One-week training on "Financial & Administrative Management Workshop" held on January 23-27, 2001at Islamabad.
22. One-week training workshop on "Project Cycle Management" Organized by the Trust For Voluntary Organizations, Islamabad held on October 23-27,2000.
23. One-week Training Course on "Social Development" organized by the Human Resource Development Institute, Islamabad Supported by the Trust For Voluntary Organization, held on August 15-19, 2000.
24. Two weeks training Course on "Reproductive Health" Organized by the Rural Social Development Programme (RSDP) Delegation Office/European Community held on May8-19, 200 at Quetta Sarina.
25. One Week training course on "Monitoring & Evaluation" of Rural Development Projects organized by the National Rural Development Centre @ Islamabad (November 15-20, 1999).
26. One week training on "Project Cycle Management" organized by the Trust for voluntary Organization HO Islamabad (June 7-12, 1999).
27. Two day workshop on Capacity Building of CBOs/NGOs" organized by the Trust for Voluntary Organizations.(March 21-22,1999).
28. Workshop series on "Political Educational Awareness" organized by the Aurat Foundation Karachi (1998-99)
29. Four days training "for Care Taker" Organized by BASTI at Larkana June 1998.
30. Four-day workshop on "Combating water logging & salinity" organized by SCOPE Karachi Based NGO (1996).
31. Five day training workshop on "Training for trainers" organized by the SPO Hyderabad @ city Gate Hotel June 1996.
32. "Sustainability Rural Development Projects& essential of community participation" paper read on the occasion of 2nd annual Bhatt Shah Declaration conference December 1996.
33. TOT Two Weeks on " Project Planning & Evaluation" Organized by the Department of Rural Sociology, Sindh Agriculture University Tando Jam, under its ARP-II World Bank funded project (May 1996).

- 34. Project planning & cycle (three days workshop) organized by the District NGOs Coordination Councils Larkana 1997.
- 35. Seminar on "Human Rights" organized by the Human Rights Commission of Pakistan, Sindh Task Force Hyderabad.(1995)
- 36. One-day workshop on "Education of Sindh Pakistan" organized by the Daily Awami Awaz Karachi at Press Club Hyderabad. (1994)
- 37. Two-day workshop on "Primary Health care Programme through community participation" organized by the Rural Development Academy Tando Jam Sindh Pakistan. (1992).

Research Work:

As Research Associate, Department of Rural Sociology, Sindh Agriculture University Tando Jam, Sindh Pakistan (1997-98).

- The main responsibilities were data collection, data Analysis, report writing, project planning and implementation.
- District data collector, SPO Sindh office/ Sindh Education Foundation collaborative project (1998).
- Thesis for Masters Titled: "The role of NGOs in socio-economic Development" of Taluka Dokri, District Larkana Sindh Pakistan.
- Research Article on "Religious Faith of Society" Published in fortnightly Ibrat Magazine Hyderabad.
- Research Report on "Indigenous Health Practices in the rural areas of Sindh Pakistan" with the support of Trust for Voluntary Organizations (December 21, 1999 to Jan 7, 2000).

Areas of interest and expertise:

- Leadership & Management
- Conflict management
- Admin and Procurement
- Project cycle management
- Project monitoring & Evaluation
- Community Based Disaster Management (CBDM)
- Social Mobilization and Coordination
- Gender & Development
- Sustainable development projects
- Resource Mobilization
- Training and Research

Languages:

	Reading	Writing	Speaking
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Good
Siraki	Excellent	Excellent	Excellent
Sindhi	Excellent	Excellent	Excellent
Balouchi	Good	-	
Punjabi	Good	-	

Reference: will be provided whenever needed.

Muhammad Hassan Ali Larik

Father's Name: Ramz Ali Larik

Email: hassan.ali.larik@gmail.com

LinkedIn : [linkedin.com/in/hassan-ali-larik](https://www.linkedin.com/in/hassan-ali-larik)

Mobile Number: +92 333 1222 817

Address: Flat No. 3, Plot 6/C, Sunset Lane 3, Phase II Ext DHA Karachi.

Date of Birth: 19-10-1992

Applied for the position:

Student Attendance,
Monitoring & Redress Speed

Objective

- Looking for an opportunity attributing in enhancing competencies in different fields.
- To meet the challenges through an Analytical Skill & taking decisions as a Team.
- To work in a Progressive organization where my abilities are recognized.

Experience

i) Mettis Global Link - News

(Nov 22 till present)

- Working as Assistant Manager Digital Marketing and handling of social media platforms for the company.
- Handling and looking after the digital platforms.
- Generating leads to increase subscription and views.
- Preparing short videos of the news for Social Media Platforms.
- Coordination with news writers for preparing content.
- Evaluating traffic on social media platforms and analyzing the necessary strategies.

ii) Karachi Shipyard & Engineering Works Ltd.

Ministry of Defence Production

Government of Pakistan

(Sept 2019 to Aug 2022)

- Worked as Assistant Manager Corporate Affairs responsible for communicating with Ministry of Defence Production GOP, Compliances with SECP & KCCI, and Government of Sindh (on Land issues).
- Coordination for conduct of BOD meetings, AGMs & Board Audit Committee meetings & follow up of implementation of Decisions of BOD through various Department of KS&EW Ltd.
- Active Participant in Vendor Management, Recovery of Bad Debts, maintaining Data of Corporate customers.

iii) M/S Habib Metro Bank Ltd.

(May 2019 to Aug 2019)

- Enrolled as Officer Grade III/ Trainee Officer Branch Operations for 03 months and resigned.
- Branch Banking, Remittance & Account Opening etc.

iv) M/S V.M Builders & Developers, Karachi

(Feb 2016 to Aug 2019)

- Worked as Manager Corporate & Marketing responsible for Business Promotion.

- Meeting with Buyers / Sellers & finalization of Small and Big Property deals.
- Liaison with Registration Authority for Mortgages/ Registration/ Redemption of Properties.

Achievements

Project Director: Renovation of Infrastructure of CA / LA Office at Karachi Shipyard & Engineering Works Ltd.

Project Coordinator: For several ceremonies at KS&EW i.e Steel Cutting, Keel Laying, Ship Launching & Commissioning Ceremonies (organized for International Buyers).

Personal Projects

(May-2018)

- Ran a Blood Donation Drive.

Education

• (2014-2018) - Masters in Business Administration – MBA (Marketing) with 3.06 CGPA from SZABIST

• (2012-2014) - Bachelors in Commerce – B.Com with 2nd Division from University of Karachi.

Technical Skills

- MS Office
- Strong Communication
- Interpersonal Skills
- Research Development
- Marketing Tactics
- Critical Thinking
- Problem Solving
- Public Speaking
- Digital Marketing

Languages

- Sindhi
- Urdu
- English

Interests

- Swimming
- Travelling

References

References will be furnished as & when required.

H. H. H. H.
16/Nov/2022

M&E Specialist

WAQAR ALI

Flat D-16, Gallant Summit Apartment, Gulshan-e-Iqbal, Block 11, Karachi, Sindh
Cell # +92 333 7289567

E-mail: wsoomro88@gmail.com



Professional Summary

- ✓ An accomplished Monitoring and Evaluation practitioner, with over eight years of experience with national and international organizations in program design, monitoring, evaluation, and learning systems for Education, FSL, WASH, Gender, Public Health, Nutrition, Social Mobilization, and Peace-building projects.
- ✓ Experience in leading Program baseline, midline, and end-line evaluations including, developing the budget, TORs, Tools, training the field teams, planning & tracking implementation in the field, and report writing.
- ✓ Experience in working with implementing partners in identifying new opportunities and designing impactful projects based on learning
- ✓ Experience in maintaining project records and ensuring the availability of data for decision making
- ✓ In-depth knowledge in designing, delivering, and evaluating, capacity-building programs for implementing partners and field teams
- ✓ Strong documentation and reporting skills and knowledge of USAID and other donor reporting procedures

Area of expertise

- ✓ Ability to design and implement the M&E activities of the different projects ✓
- ✓ Ability to track implementation and outputs systematically, and measure the effectiveness of programs
- ✓ Demonstrated work experience in analyzing large data sets by using statistical tools i.e. Excel and SPSS
- ✓ Technically sound in developing data analysis report with graphical illustration
- ✓ Work independently and collaboratively to accomplish responsibilities, goals, and projects

Education

- | | |
|---|-------------|
| ▪ Master of Business Administration – MBA
<i>University of Sindh, Jamshoro</i> | 2009 |
| ▪ Bachelor of Business Administration – BBA
<i>University of Sindh, Jamshoro</i> | 2008 |
| ▪ Short Course – Office Automation
<i>Sindh Board of Technical Education, Karachi</i> | 2002 |

Work Experience

❖ **Monitoring, Evaluation & Learning Coordinator**

May 2022 to August 2022

❖ **Monitoring, Evaluation & Learning Officer**

January 2021 to May 2022

DAI Pakistan, Karachi, Sindh

Project: USAID-funded Community Resilience Activity (CRA)

Key Responsibilities:

- Led portfolio for monitoring, evaluating & learning in support of program goals and close-out phase
- Led a team of 5 Monitoring and Evaluation Officers
- Overseed the execution and reporting of the M&E strategy for all activities programmed
- Designed and implemented result-based monitoring and evaluation procedures for CVE programming
- Developed program objectives (output & outcome level) and Theory of Change (TOC) of multiple grants
- Assisted with systematic data collection, analysis, and results/indicators reports with graphical represent.
- Shared learning experiences with DAI / USAID colleagues and adopt good practices from learnings
- Assisted communication team in generating quarterly, annual, and other periodic progress reports

❖ **Senior Monitoring & Evaluation Officer - Sindh**

September 2020 to January 2021

Blumont Pakistan (SMC – Private) Limited, Karachi, Sindh

Project: USAID-funded Sindh Community Mobilization Program (CMP)

Key Responsibilities:

- Supported Sr. M&E Manager in creating framework and procedures for the M&E of the project activities
- Supported Sr. M&E Manager to supervise regular data collection through field teams and ensure the quality of the data by random verifications, validations, and reliability
- Assisted Sr. M&E Manager in updating and implementing Monitoring & Evaluation Plan, Data collection tools, tracking targets versus achievements against agreed work plan
- Supported Sr. M&E Manager to provide technical support on M&E and evidence-based recommendations to the relevant Component leads District and Program Managers, and field teams

❖ **Senior Monitoring & Evaluation Officer – Sindh**

August 2017 to July 2020

❖ **Monitoring & Evaluation Officer - Sindh**

August 2015 to August 2017

Creative Associates International, Karachi, Sindh

Projects: USAID-funded Pakistan Reading Project (PRP)

Key Responsibilities:

- Coordinated with project team & component-based M&E persons for collection of data as per needs
- Participated in capacity building activities as initiated and assigned by the M&E unit
- Took part in consultations for design of various surveys, studies & evaluations in the field

- Updated M&E-IS regularly to ensure the quality of data with the required quality standards
- Assisted the M&E Coordinator in drafting period reports i.e. monthly, quarterly, and annually reports
- Ensured proper recordkeeping and efficient filing of all M&E records

❖ **MEAL (Monitoring, Evaluation, Accountability & Learning) Officer**

February 2014 to August 2015

Oxfam GB, Hyderabad, Sindh

Projects:

1. **Pakistan Emergency Food Security Alliance (PEFSA – V)**
2. **Humanitarian assistance to floods affected communities in Pakistan**

Key Responsibilities:

- Worked with the project team in Sindh in designing a Monitoring & Evaluation Framework, Accountability & Learning tools, conducting field MEAL exercise and Data management and analysis
- Supported partners to develop systems and procedures for ensuring good practice and meeting standards on accountability and program quality, including the Code of Conduct, SPHERE standards, other international and locally acceptable standards. Promote compliance with HAP standards on accountability to beneficiaries
- Developed MEAL plans to monitor projects implementation to achieve targets and results
- Assisted the project in Strengthening the Accountability mechanisms at the project level
- Collected best practices, Case Studies which demonstrate qualitative & quantitative changes over time

❖ **M&E (Monitoring & Evaluation) Officer**

May 2013 up to December 2013

Indus Resources Centre (IRC), Sindh (Implementing partner of Oxfam GB)

Project: Pakistan Emergency Food Security Alliance (PEFSA – IV) at Kashmore @ Kandhkot

Key Responsibilities:

- Monitored all project activities and progress towards achieving the project's outcomes and impact
- Provided monitoring inputs, feedback/lessons learned/recommendation and statistics for reports

❖ **M&E (Monitoring & Evaluation) Officer**

February 2012 up to April 2013

Participatory Development Initiatives [PDI], Sindh (Implementing partner of Oxfam GB)

Projects:

1. **Value Chain and Capacity Building Project @ Mirpur Sakro, Thatta**
2. **Emergency Food Security & Livelihood (EFSL) @ Jacobabad**
3. **Pakistan Emergency Food Security Alliance (PEFSA II) @ Thatta and (PEFSA III) @ Sanghar**

Key Responsibilities:

- Rolled out and managed MEAL mechanism as per commitments of PDI and donor agencies
- Developed and managed the feedback and complaints mechanisms

Training

- **Understanding, Preventing & Reporting Sexual Harassment**, organized by Creative Associates International
- **MEAL in Fragile Context**, organized by Oxfam GB, Regional Team, Asia
- **Tools & Techniques for conducting Baseline Survey**, by Save the Children
- **Collaborative Target Setting-best practices and Monitoring in the non-permissive environment: Challenges and how to overcome them**, organized by MSI - Management Systems International, Karachi
- **Pre-Crisis Market Mapping Analysis (PCMMA)**, organized by International Rescue Committee, Hyderabad
- **MS Excel (Advanced)**, organized by International Rescue Committee, Islamabad
- **Social Accountability Tools**, organized by Oxfam GB - CPDI, Islamabad
- **48-hour assessment and report writing**, organized by Oxfam GB, Islamabad
- **Multi Sectorial Initial Rapid Assessment (MIRA)**, organized by UN-OCHA, Karachi
- **Gender Mainstreaming**, organized by Oxfam- GB, Islamabad

Additional Information

- **Father's Name** Muhammad Qasim Soomro
- **Date of Birth** March 31, 1988
- **Marital Status** Married
- **Nationality** Pakistani
- **Health** Excellent
- **Hobbies** Indoor and Outdoor Sports, News, Reading Books, Surfing Internet

References

- | | | |
|--|---|-------------------------|
| ▪ Asfandiyar Khan
<i>Acting Chief of Party</i> | 0346-4951729
DAI Pakistan – CRA Project | Asfandiyar_Khan@dai.com |
| ▪ Anjum Pervaiz
<i>Senior Head of Office - Sindh</i> | 0333-2118567
Creative Associates International | anjumpervaiz1@gmail.com |
| ▪ Shabnam Baloch
<i>County Director</i> | 0345-5576462
International Rescue Committee | shabnam.pcasw@gmail.com |

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 Phone: + 918853472511 (India)
 E-Mail hsingh.edu@hotmail.com Skype: h7singh
 Harmendra Singh

International Expert with 16 years of experience in Monitoring, Evaluation, Research, Surveys, Governance, Capacity Assessment / Development, Organizational Assessment, Project / Program Design, and Management, covering the fields of education, governance, institutional reform/development, capacity development, policy formulation, community participation/ participatory planning, project design & management in for several countries.

1. Summary of Experience

Date from - Date to Location	Company, Position, Description
01/2022 – 03/2022 Remote/ India	For: European Union Delegation, New Delhi Position: Outreach Expert (Short Term-Intermittent efforts) My core engagement areas are connecting and collaborating with Educational Institutes and Organizations, Think Tanks, Ministries, departments, and Authorities in India and Europe for better cooperation and support.
02/2021 – 07/2022 Remote	For: Entire Thinkers Consultancy Services (ETCS) Position: Monitoring, Evaluation, and Learning (MEL) Advisor (intermittent efforts) Restructured ETCS MEL Organizational structures, established standard MEL practices, and integrated MEL, Communication, and MIS system.
07/2020 – 01/2021 Remote/ India/DC	For: USAID/ Dexis Position: Consultant (USAID Portfolio building; project development and partnership building) Developed country and context-specific guidelines, analysis, and writing to design a new education portfolio for USAID India. Drafted Theory of Change, Results Framework, NGO / Partners Mapping, Area Selection, Situation Analysis, pre-network building with potential state education departments, NGOs, CSOs, CSRs,
09/2018 – Completed degree awaited) Germany	M. A. in Evaluation (Master of Evaluation) Saarland University, Saarbrücken, Germany From June 2019 – June 2020, I worked on my MA degree to clear a backlog of Modules for semesters II&III. Course Content: <ul style="list-style-type: none"> • What is evaluation for organizations and its Evaluation Design, • Conducting and managing evaluations • Data collection and data analysis methods • Economic evaluation and M&E in the context of organizations, • Key qualifications for communication in the field of evaluations, • Evaluation of sustainability and Sustainable Development Goals (SDGs). MA thesis on "Madrasa Education and its Relevance in the Present Context of equal participation chances in education" (this study aims to examine. Madrasa culture, curriculum, staffing, infrastructure, religious practices, curricular and extracurricular activities to understand what role the Madrasa plays in response to the needs of the backward Muslim's Children. How far does Madrasa meet the standards and compliances as enshrined in the Right to Education Act? 2009.
12/2018 – 06/2019 Afghanistan	For: UNESCO Position: M&E cum MIS Expert Non-Formal Education Management Information System (MIS) Development <ul style="list-style-type: none"> • Conducted a diagnostic study of the existing EMIS/Information Management and Reporting System and an information/reporting needs assessment. • Developed Key Progress Indicators (KPI). • Restructured the existing MIS system for the Ministry of Education. • Designed data collection tools, including IT-based tools for M&E. • Mentored and built the capacity of the Monitoring and Evaluation (M&E) team.

<p>09/2016 – 12/2017 Afghanistan</p>	<ul style="list-style-type: none"> • Provided technical advice and oversaw M&E activities. • Ensured data is entered correctly and fully into the EMIS <p>For: World Bank; Government of Afghanistan/ Ministry of Finance Position: Monitoring and Evaluation Specialist Monitoring and Evaluation Capacity Building for Results Program.</p> <ul style="list-style-type: none"> • Designed and led M&E Readiness Assessments for five different Ministries, wrote the reports, developed an M&E manual. • Conducted assessment of the Results Framework of the 5 important Line Ministries (LMAs), developed the M&E results framework for different LMs. • Developed M&E data collection tools and set up the IT-based Monitoring Dashboard for regular reporting and updates. • Monitored project progress, wrote the quarterly project progress reports, and visualized and presented the outcomes. • Took part in the functional review of the LMs. • Led design of and conceptualized the formulation of an online project monitoring and information management system (http://cbr.gov.af/ecbr/). • Developed Theory of Change (ToC)/Logical Models, Project Management/cycle template, Results Framework, and Reporting Standard for various Ministries for the Government of Islamic Republic Afghanistan.
<p>07/2015 – 01/2016 Afghanistan</p>	<p>For: The Asia Foundation/USAID funded Project Position: Consultant -Assessment and M&E Specialist Worked on the following two departments: Education and Project Management Office (PMO)</p> <ul style="list-style-type: none"> • Assessed M&E practices and built relevant capacities among project staff. • Assessed education and learning level of children and community library users (usage and learning impact of education resources on students and the community). • Developed monitoring strategy and designed M&E tools, including IT-based tools: Initiated IT-based tools for M&E and GIS Mapping (mobile-based data collection using ODK, KoboToolBox, Epi Collect, etc. • Developed a manual for mobile-based data collection, analysis reporting and trained national staff in its application. • Advised on gender sensitivity in education and developed long term gender equity strategic plan. • Reviewed and revised the quality of the project management plan indicators. • Reviewed and revised the M&E strategy for collecting, evaluating, and validating data for meeting the Performance Plan and Reporting (PPR) and the overall missions' goals.
<p>01/2013 – 12/2014 India</p>	<p>For: GIZ IS Position: Research and MIS Expert European Commission State Partnership Programme</p> <ul style="list-style-type: none"> • Developed Local Education Information Management System (EMIS) for provincial government Ambikapur DIET and Udaipur BRC. Ensured all relevant data is being included in the EMIS. • Guided MIS unit in the Department of Education to design high-quality IT-based monitoring tools. • Build capacity of State Council for Educational Research and Training on data analysis and usage. • Conducted Language Mapping Survey with the State Education Department. • Worked with the Education department on overall education quality monitoring and support. • Developed a standard practice manual for the "Achievement level of the student's survey." • Conducted an achievement survey of SCERT (State Council for Educational Research and Training) and DIETs (District Institute of Education and Training) and strengthened their M&E capacities. • Supported Teachers' Training and Development. • Advised on developing teaching-learning material, building a joyful environment for child-centric learning. • Built capacities for continuous comprehensive evaluation (CCE) of district resource persons.

3/2014 – 7/2014 India	<p>For: USAID Position: Research Specialist Assessed the impact of USAID funding for the millennium alliance development in the education sector.</p> <ul style="list-style-type: none"> • Responsible for M&E, including collecting, evaluating, and validating data. • Designed data collection instruments for indicator monitoring and verification and evaluation guidelines and administer data collection. • Responsible for process documentation wrote, and quality assured reports, presented findings.
09/2011 – 06/2012 Myanmar	<p>For: ActionAid International / Myanmar Position: Adviser -Research and MIS</p> <ul style="list-style-type: none"> • Developed data collection Guidelines/Protocols and M&E tools (questionnaires/schedules) for Education, Health, Livelihood, and Child wellbeing programs. • Developed a DMIS, which is a Development. Information technology-based projects progress and development trends monitoring system. • Streamlined data collection processes and trained and supervised program team and field researchers. • Coordinated and conducted research (survey, assessment, and evaluation) on 'Women Reproductive Health Situation Analysis' and 'Women Childbearing Age.' • Conducted a Development Area (DA) Rapid Appraisal of Pyapon development data, DIPECHO policy analysis, and coastal communities' vulnerability. • Strengthened the monitoring process and design study for a new education project in Kayin state.
04/2009 – 08/2011 India	<p>For: Room to Read International Position: Research and Documentation Officer</p> <ul style="list-style-type: none"> • Coordinated and controlled quality for various studies on, e.g., children literature and its impact and learning achievement assessment 'beginning vs. terminal competency of child learning.' • Analyzed data in SPSS/STATA and supported the M&E division in streamlining data collection. • Initiated baseline study and developed a research protocol, baseline schedules, and conducted state-level workshops. • Project progress monitoring and reporting for program people, board members, media, donor reporting, etc. using salesforce.com (CRM) • Organized online M&E training and developed guiding notes and standard practices for M&E. • Acted as Database Administrator (Database user application). • Designed process and developed M&E tools for studies for Girls' life skill training' need assessment.
02/2008 – 10/2008 India	<p>For: New Education Group - Foundation for Innovation and Research in Education Position: Consultant</p> <ul style="list-style-type: none"> • Established a program called "Edu-leaders" to improve the learning environment by involving the community as a leader and aiming to improve the quality of education for the marginalizing communities in the educationally backward districts of Uttar Pradesh. • Conducted a pre-program intervention feasibility study in four districts of Uttar Pradesh. • Mobilized resources and organized workshops for program initiation.
02/2007 – 01/2008 India	<p>For: National Institute of Administrative Research (NIAR), Govt. of India Position: Research Associate</p> <ul style="list-style-type: none"> • Designed research questionnaires. • Conducted workshops with field researchers on data collection, data quality, and data analysis. • Developed data entry formats and conducted data analysis in SPSS.
03/2006 – 01/2007 India	<p>For: Labor Education and Development Society Position: Assessment Consultant</p> <ul style="list-style-type: none"> • Assessment of education and development of disadvantaged groups, specifically women and children. • Developed baseline indicators and analyzed education and progress monitoring data in SPSS

05/2004 – 05/2005 India	<ul style="list-style-type: none"> Analyzed the state of Construction Workers' Children Education in the construction sites at Jaipur city and the labor Education and Development Society. <p>For: National Institute of Women, Child and Youth Development (NIWCYD) Position: Project Coordinator</p> <ul style="list-style-type: none"> Successfully led and managed the community-based "quality education project." Wrote quarterly monitoring and progress reports Carried out Advocacy and Awareness program in the community to mainstream the importance of quality education. Worked as a Team Leader for Study on "Socio-Economic and Educational Condition of Muslims" with Peoples Research Institute, Bhopal, India
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2. Education Qualification:

University	Date	Studies / Degrees obtained
University of Saarland, Germany	09/2018 – present	Master of Evaluation (<i>Master thesis submitted</i>)
University of Delhi, India	02/2003 - 04/2004	Post MA/MPhil (Adult and Continuing Education)
Dr. H S Gaur, University, India	11/2000 - 01/2002	Master in Information Management
University of Delhi, India	07/1995 - 06/1999	Bachelor of Arts (with Economics)

3. Research (Surveys/Assessments/Evaluations) Coordinated and Conducted:

- Gender and Inclusive Education Issues and Constraint in India, 2020.
- Diagnostic Study of Education Information Management System (EMIS)
- Conducted Reporting needs assessment for Program Monitoring at the Deputy Ministry of Education.
- Conducted Monitoring and Evaluation (M&E) Readiness Assessments for five different Ministries of Govt. of Afghanistan.
- An assessment of Monitoring and Evaluation and Reporting activities across all the social development programs in the Asia Foundation, Afghanistan.
- Conducted Monitoring and Evaluation (M&E) Readiness Assessments for five different Ministries of Govt. of Afghanistan.
- Conducted Monitoring and Evaluation (M&E) Readiness Assessments for five different Ministries of Govt. of Afghanistan.
- An assessment of Monitoring and Evaluation and Reporting activities across all the social development programs in the Asia Foundation, Afghanistan.
- Assessment of Results Framework of the project line Ministries
- Usage and Learning Impact for Education resources on students and community, Afghanistan.
- Learning Achievement vis-à-vis provisioning of educational provisioning of the students studying in Delhi Govt. School.
- The impact of USAID fund for millennium alliance development in Education sector.
- Carried out the fact-finding studies with "Department of Administrative Reforms & Public Grievances" (DARPG), "Govt. of India" for "PM Awards for Excellence in Public Administration", 1) "Ladli Laxmi" of "Govt. of Madhya Pradesh" - a pioneer Scheme in India for holistic development of girl child with the perspective of gender parity, 2) Fulwari Initiative, District, Surguja, Govt. of Chhattisgarh - a community (caregivers) managed Feeding and Day-Care-Centres (FDCCs) in tribal habitations
- "Women Reproductive Health Situation Analysis" in Ayeyawady Region, Myanmar
- "Women Childbearing Age" in Kayin state, Myanmar.
- Development Area (DA) Rapid Appraisal of Pyapon development data, Myanmar
- DIPECHO policy analysis and the vulnerability of coastal communities, Myanmar
- Appraisal for DIPECHO-III project proposal for Myanmar
- Strengthening monitoring process and designing a study for a new education project in Kayin state, Myanmar.
- Beginning vs. Terminal competency level assessment of children's learning enhancement, Room To Read. Children of Delhi, Rajasthan, and Uttarakhand.
- Baseline study - Beginning year assessment PREP YEAR- 1.
- Worked as Research Associate on "An assessment of the effectiveness of Block/ Cluster Resource Centers (BRC/CRCs) Under Sarva Siksha Abhiyan (SSA), in Punjab and J&K 2007 with NIAR, LBSNAA, Mussoorie.
- Worked as a Team Leader for Study on "Socio-Economic and Educational Condition of Muslims" with Peoples

Research Institute, Bhopal, India

- "State of Construction Workers' Children" in the construction sites at Jaipur city with labor Education and Development Society, Jaipur Rajasthan.
- A Research work "Urban poor's Entitlement and welfare programs" for the Post MA theses, Extension, Faculty of Social Science, University of Delhi.

4. Other Training:

- Certificate in **Science and Sports Journalism**
- An Introduction to **Monitoring and Evaluation** (International Federation for Red Cross and Red Crescent Society (IFRC))
- **Introduction to Evaluation** (University of Saarland, Germany)
- **Conducting and Managing Evaluation** (University of Saarland, Germany)
- **Evaluation Design** (University of Saarland, Germany)
- **Research Methodology in Social Sciences** (Council for Social Development, New Delhi)
- Certificate in International Perspective in **Participatory Research** (PRIA, University of Victoria, British Colombia, Canada)
- Training on **Participatory Research methods and analysis**, (Thadar Consortium, Myanmar)
- Basics of Monitoring and Evaluation, (JAPSA, Institute of Financial Management, India)
- Certificate in DevInfo database Administration and DevInfo User Application, (DevInfo Support Group)
- Certificate in Computer Application for Information Management Activities, (INSDOC, National Science Center, New Delhi)

5. Computer and Data Analyses Skills:

Analysis of data in SPSS/STATA and NVivo (qualitative data). I have experienced and skilled in developing an IT-based M&E / Information Management (MIS), Data Processing, Data Analysis, and Reporting / Presentation / Outcome visualization (Tableau and Power BI). I have developed CAPI (computer-assisted) and mobile-based data collection and processing in (ODK, EpiInfo/Collect, Kobo Toolbox, etc.). I am well trained in CSPro, a Software used for large scale data processing surveys, GIS data analysis/utilization (QGIS), and Database management (SharePoint and Salesforce.com for project management, and knowledge of networking software (Gephi), ahaveing advanced level knowledge of MS Office suits software and Infographics like Piktochart.

6. Personal information

Date of Birth: 9th Feb 1974
Sex: Male

November 2022

Signature of the candidate

CAREER SUMMARY

IRFAN ALI BHATTI

I am enthusiastic self-motivated adroit Monitoring and Evaluation professional. I steer the course of program and provide strategic support to ensure that adequate monitoring & evaluation tools & systems for the program are in place. Utilize my analytical approach to ensure appropriate provision of information is being put to effective use. I envisage broad vision, plan tasks with reason & rationality to translate vision into reality. Being organized professional I intend to utilize my expertise in dynamic environment.



05-07-2021
-till date

ASSISTANT DIRECTOR (MONITORING & EVALUATION)
USAID-MSDP (Municipal Services Delivery Program), Karachi



USAID
FROM THE AMERICAN PEOPLE

Job summary:

- Undertake the implementation of Monitoring & Evaluation Framework, processes & outcomes monitoring & Citizen Compliance Centre.
- Initiate the preparation of consolidated program plans & progress reports in compliance with the results framework.
- To work closely with MIS/GIS Wing to establish & monitor implementation of the MIS and provide feedback to always ensure efficient and effective Monitoring & Evaluation of all project activities.
- To undertake need based field monitor & technical support visits to the project offices to assess progress against approved Monitoring & Evaluation plan.
- Develop and maintain a centralized database for the program activities.
- Monitor & assess progress of the program activities against the already set process & output indicators & provide feedback to the project team.
- Assist supervisor with timely delivery of high-quality M&E outputs.
- Provide technical support in M&E field to divisional offices & Municipal Committee staff to guide data collection process & progress monitoring.
- Present M&E findings in PMU, PSU, PSC meetings as and when required.
- Assist with capacity building of PSU field staff in monitoring & evaluation processes & tools including the use of PMES.
- Act as focal point to deal with community complaints received through Grievance Redressal Mechanism and Pakistan Citizen's Portal.

10-02-2021
30-06-2021

PROGRAM ASSISTANT (PLANNING & DEVELOPMENT)
EUROPEAN UNION-UP&SP (Urban Regional Policy & Strategic Planning, Karachi)



Job summary:

- Detailed review of project proposals submitted by line dept. for sustainable urban development in the province to realize the objectives of economics growth & planned infrastructure development
- To address inequities caused by intra-urban and regional disparities in selected cities as guided by policy framework & regulatory regime.
- Assist with research activities, on-going case studies, and base-line survey activities of projects.
- Assist with economic regeneration, investment management, urban governance & municipal services activities by implementing development projects as per policies, plans of projects.
- Assist with planning & implementation for the establishment of Rural Growth Centers under (PRS) poverty reduction strategy.
- Perform other tasks as assigned by the supervisor

06-10-2010
10-02-2021

SUB ENGINEER-CIVIL (BS-16)
Office of the Chief Engineering Adviser, Islamabad



Job summary:

- Initiate all the references, note sheet/drafts, concept notes & project briefs, visit reports for submission on files for further processing.
- Maintain all the files/records i.e. Technical, Administrative and Accounts of the all the functions of the satellite office.

- Collect & organize all Monitoring & Supervision data, files
- Conduct Pre-Site Survey along with representatives of PID & Consultants
- Assist with Monitoring, supervision & inspection activities of projects being executed through GoP-PSDP projects under normal/emergent programs in the province.
- Assist in planning & implementation during field visits of projects
- Detailed review of calculations of qualities & the rates quoted in the PC-Is submitted to FFC by the PID.
- Participate in PDMA's preparedness & contingency planning conferences & meetings

FUNCTIONAL/TECHNICAL SKILLS

- Excellent IT & Microsoft Office skills; practical experience with email/communication system, office technology equipment, Sigma Lite, GIS & Atlas Ti.
- Good interpersonal & team management skills, liaise & communicate with colleagues at all levels.
- Specific knowledge of compatible development works/issues, administrative policies & procedures including administrative, financial rules & regulations

LANGUAGES

- Proficient in English, Urdu and Sindhi (both written & spoken)

ACADEMIC EDUCATION

2015	MPhil Development Studies Erasmus Universiteit, Rotterdam, the Netherlands
2010	Master of Economics Shah Abdul Latif University, Khairpur
2006	Bachelor of Commerce Shah Abdul Latif University Khairpur
2003	Diploma of Associate Engineer-Civil Technology Sindh Board of Technical Education, Karachi
1999	Matriculation-Science BISE Sukkur

PERSONAL DETAILS

Date of birth: 3rd January 1984
 Gender & Nationality: Male, Pakistani
 Postal address: Flat # C-8, FL-31 KDA Gulshan Terrace, Scheme 24
 Gulshan-e-Iqbal block 11 Karachi, Pakistan.
 Email: Bhatti.irfan84@gmail.com
 Phone: 0092-300-3187770 & 0092-333-8811470

References

1. Mr. Farooque Ahmed Siddiqui
Senior Chief (Physical Planning & Housing)
Planning & Development Department,
Government of Sindh Karachi Pakistan
+92-331-2266322 (pdmsdp2021@gmail.com)
2. Mr. Zulifquar Kumbhar
Deputy Director (Housing)
Urban Regional Policy & Strategic Planning
Planning & Development Department,
Government of Sindh Karachi Pakistan
+92-333-2970756 (ddhousingupsp@gmail.com)



Ali Channa
Monitoring, Evaluation, Accountability, and Learning Professional

A. Contact Details

Cell: +92.300.301.4383
E-mail: Ali.Chana@gmail.com, Skype: Ali.Chana
Address: Karachi, Pakistan

B. Summary

Visionary, versatile senior-level Monitoring, Evaluation, Accountability, Learning, and Research professional with a proven record of monitoring and evaluation, report writing, developing, training, and leading quality M&E human resources to achieve program performance and quality assurance with international development and humanitarian organizations in conflict and post-conflict settings with experience strategically growing programs, managing large grants from U.S. State Department; BHA, BPRM, DRL, NEA, J/TIP, USAID, USAID-OTI, ECHO; DFID; GAC; AFD, BMZ, OFDA; World Bank, and U.N. agencies. An expert in program performance and bridging any gap to help time-sensitive projects achieve maximum efficiency and effectiveness using technology for an impact on the people we serve. Flexible enough to lead and be part of effective teams and have exceptional interpersonal skills with a very good sense of humor.

C. Recent Position

Deputy Chief of Party

USAID's Iraq Monitoring and Evaluation Project (IMEP)

International Business & Technical Consultants, Inc.

Iraq

September 2019 to October 2022

<http://www.ibtci.com/>

Incorporated in 1987, International Business & Technical Consultants, Inc. (IBTCI) is an international development consulting company providing high-quality Monitoring, Evaluation, and Learning (MEL), Capacity Building & Training, Knowledge Management, Communications & Outreach Services. IBTCI is focused on meeting the development assistance needs of countries by offering exceptional functional expertise, regional experience, and a commitment to excellence.

Major achievements with Iraq Monitoring and Evaluation Project (IMEP)

- Successfully worked and introduced innovative ideas of remote, physical, and hybrid monitoring (during the covid-19 pandemic) that resulted in the best overall rating (four plus stars) by USAID/BHA (from **'Satisfactory'** to **'Very Good'**) in the annual CPARs for two consecutive years after joining the IMEP (financial years 2019-20, and 2020-2021) and from **'Very Good'** to **'Excellent'** in annual CPAR for 2021-22.

Essential Duties/Tasks and Responsibilities

- Oversaw the quality and accuracy of monitoring data and provided strong management oversight of the Third-Party Monitoring (TPM) subcontractors to ensure high-quality monitoring and accurate and verifiable reporting of all activities carried out under the IMEP contract
- Successfully tracked the overall funding status of the USAID/BHA in the Iraq sector. IP, region-wise. Designed and developed a dashboard to track and trace the overall status of the USAID/BHA funding in Iraq
- Led the development, finalization, and revision (as/when needed) of all IMEP contract technical deliverables (Monitoring Plan, Monitoring Schedule, Site Visit Questionnaires and Protocols, Training Materials, IP Workshops twice annually, Lessons Learned Report, and Final Report)
- Led the initial and follow-up training of IMEP's TPM subcontractor staff in the overall goals of the IMEP contract, tools used for monitoring and verification of activities, professional etiquette for monitoring and ensuring the monitors are well equipped to carry out their monitoring and verification tasks throughout all regions of Iraq as required by the IMEP contract

- Led a 'small-scale survey' covering 'Complaints and Feedback Response Mechanisms' (CFRMs) of USAID/BHA implementing partners in Iraq
- Led a 'small-scale survey' covering WASH interventions of the USAID/BHA implementing partners in Iraq
- Led and maintained the Information Management System (IMS) of the project covering monitoring activities of all USAID/BHA implementation partners.
- Trained and supervised the IMEP field staff to help guide prioritization of field monitoring tasks to ensure the accuracy of monitoring data collected by IMEP subcontractors, oversee the proper use of IMEP monitoring and verification site visit forms, provide management and technical guidance to assist the field staff quickly troubleshoot any issues that arise in the field and review joint monitoring visit reports written by the Program Coordinator and provide feedback and suggestions for future visits
- Reviewed all incoming subcontractor Site Visit reports for accuracy, quality, reliability, and relevance. Provided each subcontractor with detailed feedback on each report and a comprehensive summary report regarding data quality review and adherence to IMEP protocols
- Contributed to the data quality review of the IMEP Monthly Monitoring Reports
- Contributed to the IMEP Lessons Learned Report and the Final Presentation
- Presented the I.P. workshop findings and facilitated the workshop discussions with the Chief of the Party
- Designed, piloted, and revised data collection tools based on client and field needs
- Collaborated with the Chief of Party to manage program resources, technical implementation, and completion of work plan activities and program deliverables
- Conducted quantitative and qualitative field research as needed
- Together with the COP, oversaw and collaborated program inputs of STTA Technical Specialists relative to IMEP monitoring and evaluation activities and deliverables
- Periodic traveled to provinces within Iraq to conduct monitoring visits as/when needed for management oversight of local subcontractors and augment IBTCI's monitoring and evaluation efforts

D. Previous Positions

a) Monitoring, Evaluation, and Learning Manager

(Country-level technical lead covering Humanitarian, Youth, and Conflict portfolios)

Mercy Corps, Iraq/Syria (Supporting Syrian Response in Cash/WASH and Livelihoods portfolios)

Iraq/Syria

February 2017 to September 2019

<https://www.mercycorps.org/>

Mercy Corps is working in more than 40 countries to help people recover from disasters, build stronger communities and find their own solutions to poverty. The agency consistently ranks as one of America's most effective and efficient charitable organizations. Over the last five years, more than 87 percent of resources have been allocated directly to programs that help families turn crises into opportunities in some of the world's toughest places.

Major achievements with Mercy Corps

Humanitarian Sector

- Successfully managed multi-sector Humanitarian Response of Mercy Corps in Iraq and Syria, focusing M&E of Iraq and Syrian Country programs
- Successfully led the establishment of the M&E system, and team development process with more than 30 staff members and two international staff for the program portfolio worth more than \$180 million/year in Iraq and Syria
- Successfully set up a self-sustaining project-based M&E system for Humanitarian Portfolio projects
- Strategized and standardized M&E system assessing organizational needs, laying foundations, hiring staff, building their capacities, and worked integrating these into program implementation in Iraq and Syria
- Setup and successfully ran the world's largest online real-time data collection portal using "SurveyCTO" for the largest consortium of cash assistance globally, i.e., Cash Consortium of Iraq (CCI) – funded by DFID, ECHO, and OFDA, including data collection tools design, pre-testing, pilot testing, and finalization

- Successfully established, operationalized, and maintained the largest Humanitarian data collection platform for Iraq and Syria Program
- Successfully set up and operationalized the world's largest offline data collection using Ona for Cash Transfer Program (CTP) in Iraq during Mosul Response before moving to another platform SurveyCTO
- Successfully augmented M&E systems, including online data collection systems for the Humanitarian sector completing multiple Cash Transfer Projects (CTPs), managing all stages of market assessment, vulnerability assessment, cash distribution, and post-distribution monitoring in Iraq and Syria
- Launched a WASH-specific online data collection system for NFI distribution water trucking (including Water Quality and Quantity Monitoring–WQQM) for accurate and authentic data reporting for remote areas and hard-to-access areas of Iraq and Syria
- Designed and developed process and performance monitoring tools to measure project progress and quality implementation, with a focus on integrating field findings into the project management cycle
- Designed, developed, and completed several baselines and endline studies (both qualitative and quantitative) for new online projects and near-ending projects
- Setup and functionalized, fully responsive Complaints Feedback and Response Mechanism (CFRM), including a toll-free helpline and hotline
- Designed and developed project-specific data analysis plans as part of the project progress monitoring
- Designed and developed several Market assessments for the Cash Transfer Program (CTP)
- Successfully set up Post Distribution Monitoring (PDM) framework for all Cash and WASH/NFI projects
- Set up robust project progress monitoring and tracking mechanisms for output and outcome level indicators using fully automated Dashboards for Humanitarian Portfolio
- Supervised and completed several external-evaluation studies for the Humanitarian Portfolio
- Successfully organized several trainings on M&E to build the capacity of the national and partner staff

Youth and Conflict Portfolio

- Led multiple research studies studying 'Youth and Conflict' in multiple governorates of Iraq funded by GIZ and AFD (mix-method approach)
- Took the lead in multi-year and multi-donor and multi-partner Livelihoods and Education projects focusing on Ninewa governorate as part of the Youth and Conflict portfolio
- Completed revamping process of M&E for Youth and Conflict Portfolio covering Education, Youth, Psychosocial Support, Social Cohesion, and Livelihoods projects
- Set up project-specific M&E systems focusing on progress tracking and lesson learned incorporated into project design
- Completed 'Youth and Conflict' focused Global Affairs Canada (GAC) funded project covering M&E systems for multimillion-dollar "Livelihoods Project" encompassing Cash for Work (CfW), Vocational Trainings, VSLAs (Village Saving and Loan Associations), and Small Business Grants for conflict-affected individuals
- Developed results frameworks, milestones, and indicators tracking systems for all the projects of the Youth and Conflict portfolio
- Developed remote data collection tools for baselines, mid-line, and end-lines for outcome-level indicators
- Developed several tools for assessing partners' capacity assessments and institutional profiling
- Built the capacity of the project staff members on M&E tools and field data collection tools
- Worked closely with relevant project staff in assessing the M&E needs of the projects and helped bridge the gap
- Developed SoPs for different data collection, sharing, and storage platforms
- Developed the data archiving and data storage system, both hard and soft, for all the projects in Iraq and Syria

b) Monitoring and Evaluation Specialist (MENA Region)

Heartland Alliance International (HAI)
Iraq and Lebanon (MENA Region)
<http://www.heartlandalliance.org/>

December 2014 to January 2017

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Heartland Alliance International (HAI) is a service-based human rights organization committed to protecting and promoting the rights of extremely vulnerable populations through an inclusive approach to comprehensive health and social and economic justice.

One hundred percent of HAI programs apply a progressive and inclusive approach to protecting and promoting the rights of extremely vulnerable populations that are frequently excluded or forgotten by more traditional development programming. Heartland Alliance International is an affiliate of Heartland Alliance for Human Needs & Human Rights, a Chicago-based organization promoting human rights and dignity for 125 years.

Major achievements with Heartland Alliance International (MENA Region)

- Designed, developed, and operationalized a self-sustaining M&E system with a focus on data management and evidence-based learning for Iraq and Lebanon programs
- Led the task of completing three project evaluations funded by BPRM, G/TIP, and DRL, including sharing and disseminating evaluation findings
- Developed Monitoring and Evaluation Plans for the HAI grants in Iraq and Lebanon funded by various U.S. Government entities (BPRM, DRL, NEA, OFDA, and G/TIP) and UNICEF
- Designed, developed, and completed multiple research studies on Religious and Ethnic Minorities (REM) of Iraq/KR-I, leading HAI to secure grants (BPRM and PRM) for projects based on the research findings
- Designed, developed, and completed a "Research Study focusing on "Survivors of Torture in Iraq."
- Developed Design, Monitoring, Evaluation, and Learning (DMEL) toolkits for all the projects
- Developed results frameworks, milestones, and indicators tracking systems for all the projects
- Developed remote data collection tools for baselines, mid-line, and end-lines for outcome-level indicators
- Developed several tools for assessing partners' capacity assessments and institutional profiling
- Assisted in the revision of the logical framework of new grants and for extension of existing grants
- Worked closely with relevant project staff in assessing the M&E needs of the projects and helped bridge the gap
- Developed the data archiving and data storage system, both hard and soft, for all the projects
- Designed, developed, and completed the partner organizations and key stakeholders' institutional and individual capacity assessments
- Completed mid-term project progress evaluations for all USG-funded projects and lessons learned incorporated into ongoing programming
- Successfully set up, organized, and completed the first-ever Android system-based world's largest "Female Genital Mutilation" (FGM) Survey in the Kurdistan region, funded by UNICEF in Iraq

c) Monitoring and Evaluation Coordinator

USAID's Pakistan Reading Project (the largest USAID-funded education project)

Creative Associates International

November 2013 to November 2014

<http://www.creativeassociatesinternational.com/>

USAID's Pakistan Reading Project is one of the biggest USAID-funded projects globally, focusing on Education and Reading skills. USAID has funded a \$160 million project in Pakistan focusing on education. I looked after the overall project implementation and monitoring and evaluation of the project activities by keeping a track record of the progress, donor compliance, progress reporting, development of data collection tools related project activities, and suggesting areas of improvement by providing technical and programmatic insight to field teams. Apart from this, I contributed to designing the project's baseline, mid-line, and end-line data collection tools and PMP formulation. I also developed grant manuals for Complementary Community Reading Grants, Community Managed Reading projects, etc.

Major achievements with Pakistan Reading Project

- Developed the M&E systems for the Pakistan Reading Project in consultation with Washington DC Home Office and USAID Pakistan
- Collaborated in development of assessment tools for students, teachers, and managers to establish individual baselines
- Developed milestones and small grants tracking system for micro-grants of U.S. \$ 1,000-5,000

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- Collaborated in development of data collection tools for baselines for PMP outcome and impact level indicators
- Assisted in the revision of PMP and logical framework of the Pakistan Reading Project, with PIRS (Performance Indicator Reference Sheet)
- Assisted in the alignment of the Pakistan Reading Project's PMP with USAID's Mission Strategic Framework
- Designed and developed several performance tracking sheets to track the progress of various components
- Developed the data archiving and data storage system, both hard and soft, for the five years-long projects
- Successfully compiled SoPs of the data requirements of the USAID for the project
- Developing the progress reports of the projects in line with USAID reporting requirements
- Successfully conducted and completed several capacity-building workshops for the project staff

d) Monitoring and Evaluation Specialist

Monitoring and Evaluation Program (MEP) of the USAID in Pakistan (Third-party monitoring project)
Management Systems International April 2012 to Nov 2013
<https://www.msiworldwide.com/>

Based on the Monitoring and Evaluation Program, I was the prime point of contact and coordination between the USAID, Karachi, Islamabad, and Washington Offices and MSI's Home Office based in Washington, DC. I took the lead and helped develop and pilot test data collection instruments for various USAID-funded projects. I coordinated the different multi-million-dollar projects funded by USAID in Pakistan. Apart from this, I conducted a number of coordination and monitoring assignments throughout Pakistan on behalf of the project, covering the education, health, humanitarian and development assistance, and conflict sectors. In this capacity, I have conducted site visits to a wide range of facilities and communities, undertaking observation, interviewing respondents, and conducting FGDs. Pedantically, I have supported the development of "Performance Monitoring Plans" for the USAID grantees and assisted the USAID mission in Pakistan in completing its Performance Management Plan (PMP), followed by monitoring visits to ensure these are properly tracked. I was an integral part of a research team conducting an assessment of youth violence for the Mission in Karachi. I also led one of the largest 'Early Grade Reading Assessment' (EGRA) exercises in Pakistan/globally.

Major achievements with the Monitoring and Evaluation Program (MEP) of USAID in Pakistan

- Completed an OTI-USAID supported "Research Study" in Karachi focusing on three neighborhoods of Karachi (Lyari, Korangi, and Sultanabad/Hijrat Colony) on "Drivers of Extremism - Youth."
- Completed USAID-funded "Research Study" in Northern Punjab focusing on two districts on "Youth's Push and Pull Factors for Religious Extremism and Extremist Parties."
- Led the task of developing of baseline for USAID's funded Sindh Basic Education Project (SBEP) and acted as the primary focal point between Govt of Sindh Education and Literacy Department and USAID Karachi Office for the project
- Coordinated the largest ever Early Grade Reading Assessment (EGRA) Field Data Collection Exercise (baseline for PRP) for a 160 million dollars project in Pakistan on Education named Pakistan Reading Program (PRP), including data collection tools development, pre-testing, pilot-testing, finalization, and in-field data collection
- Successfully monitored the teacher Education Project (one of the flagship projects of USAID in Pakistan) for over a year in Sindh, Baluchistan, and Punjab and was involved in the development of "Process Monitoring Tools" to monitor the project implementation and provided feedback on the project implementation in a *Monthly Monitoring Report*
- Completed the evaluation of a "Girls Education Scholarship" program in Pakistan
- Acted as the focal point for USAID's Islamabad, School to School International-STS Intl (Washington), provincial governments, and MSI offices, including Home Office, to streamline the field data collection tools and pre-testing exercises in all provinces
- Actively involved in designing the tools of PRP Sindhi and Urdu versions (local languages) and pre-tested these across Pakistan and especially in Sindh

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- Development of Performance Monitoring Plans of Grantees under Office of the Transitional Initiatives (OTI) - Karachi Youth Initiatives (KYI), USAID Pakistan
 - Worked in a team to develop "Stock Verification and Monitoring Tools" for the Deliver Project – the USAID's Health Supply Chain project covering "the Safe Blood Transfusion and Tuberculosis" components
 - Assisted in the revision of the USAID's Pakistan Mission Strategic Framework
 - Coordinated different projects simultaneously and provided technical feedback to the Technical Officers of the designated USAID desk in charge
 - Assisted the USAID Office of Transition Initiatives (OTI) and Creative Associates in developing Monitoring and Evaluation Plans for Karachi Youth Initiative (KYI) funded projects in Sindh

e) Deputy Program Design, Monitoring, and Evaluation (D, M&E) Coordinator, Pakistan
 International Rescue Committee (IRC) Pakistan Jan 2011 to April 2012
 (Supported Afghanistan and South Sudan Programs intermittently)
<http://www.rescue.org/>

I was the technical team lead of IRC Pakistan and core program staff under the Program Design, Monitoring, and Evaluation (D,M&E) Unit. I was responsible for looking after the entire M&E program of IRC Pakistan, covering the entire country program. During my stay, I managed more than 21 grants covering relief and early response, and economic recovery (USD 21.2 million) from several donors, including OFDA, ECHO, DFID, USAID, UNICEF, UNHCR, and S.V., throughout the humanitarian crisis of 2010 and 2011 floods in Sindh, KPK; and 2011 and 2012 conflict and IDP crisis in a province neighboring Afghanistan. I led the process of project design with technical teams, developed baselines, facilitated inputs from relevant stakeholders, and developed log frames, narratives, budgets, and M&E plans for the projects on Protection, WASH, health, education, food security, and economic recovery and livelihoods. I also ensured the timely delivery of donor reports and presented progress to donors. Established and strengthened grant reports generating and progress tracking mechanisms, including the development of SoPs for all IRC staff. Apart from this, I facilitated four training workshops on project design and M&E in field offices covering Sindh, Punjab, and KPK provinces. I developed the M&E teams for Sindh and KPK provinces. I also ensured donor compliance and advised project staff on donor regulations covering programmatic and financial aspects. I traveled extensively in Sindh, KPK, and Punjab provinces to undertake and complete several field data collection tasks, including developing, pre-testing, pilot testing, and finalizing data collection tools. In addition, I took the lead in designing and developing M&E systems for the multi-million dollar "Cross Border Livelihoods Project" implemented in Afghanistan and bordering areas of Pakistan. South Sudan program was also supported in conducting assessments for livelihood projects and setting up project-specific M&E systems.

Major achievements/successes with IRC Pakistan

- Established the IRC Pakistan's M&E Unit
- Developed the M&E team for IRC Pakistan's Country Program
- Piloted first-ever Integrated Vulnerability Assessment Profiling (IVAP) exercise using mobile-tech
- Designed and developed the draft M&E Strategy of IRC Pakistan
- Designed and developed the Reports Generation Mechanism as part of the M&E Strategy for IRC Pakistan
- Completed the baselines study of one of the largest Emergency Food Security Alliance projects of IRC in Pakistan
- Completed several rapid disaster assessments for disaster-affected areas in KPK, Sindh, and Punjab provinces for IRC Pakistan-led emergency response.
- Successfully started and completed one of the largest exercises of IRC in the world, focusing on the verification of completed WASH structures (Pour Flush latrines - PFLs, and Hand Pumps - H.Ps) in close coordination with IRC HQ. Every structure was coded to show the area and the total number of structures in each location, meeting the minimum completion benchmarks.
- Completed the Disaster Assessment of North Sindh as part of the 2010 super floods using Inter-Agency Standing Committee (IASC) customized data collection tools

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- Led the task of "Post Distribution Monitoring" with M&E field teams and project staff for one of the emergency livelihoods projects."
 - Assisted in the pre-testing of the "Internally Displaced Person (IDP) Vulnerability Assessment and Profiling (IVAP) exercise by IRC Pakistan and then its subsequent operational assessment.
 - Developed the Health covering Nutrition, WASH, and Protection Action Plans of emergency Health, Protection, and WASH projects with field teams of IRC in Pakistan
 - As part of the consortium of partners, I completed the "Longitudinal Study" of one of "The Emergency Food Security Projects."
 - Successfully developed, pre-tested, and finally implemented the "Cash for Work" cash transfer mechanism for one of the Livelihoods projects of IRC in Pakistan (and Afghanistan)
 - Developed the participatory monitoring framework for IRC's ongoing emergency and rehabilitation projects, including the development of accountability and learning tools for in-field activities
 - Developed the Grants Action Plans of different grants of IRC Pakistan
 - Developing the stakeholders and indicators analysis of various projects in Pakistan
 - Developed the LFAs of various active grants of IRC Pakistan for various donors
 - Planned and conducted more than 5 MEAL (Monitoring, Evaluation Accountability, and Learning) exercises in the field, including data management and analysis for management decision making
 - Developed the country-based M&E system of IRC Pakistan, including the Knowledge Management component
 - Developed the M&E plans and devised activities for the field M&E teams to assist project teams in achieving targets and results
 - Developed deviation, monitoring, and project design feedback mechanism for IRC's in-field projects
 - Worked in the development of the Emergency Contingency Plan of IRC Pakistan
 - Advised the field teams in the alignment of field activities with the project proposal
 - Provided field teams with the required understanding to decode the data analysis done by M&E teams
 - Organized "Project Management and Participatory M&E Framework" workshop for senior field staff members of IRC Pakistan
 - Facilitated high-level donor visits for ECHO, DFID, and USAID (USAID administrator Rajiv Shah) to the project areas in Northern Sindh
 - Facilitated two external evaluations, including ECHO and S.V.
 - Developing the capacities on M&E of the newly inducted staff members of IRC through capacity-building workshops

f) Planning, Monitoring, and Evaluation Coordinator

International Union for Conservation of Nature (IUCN) Pakistan May 2008 to Jan 2011

<http://www.iucn.org>

(Supported Thailand and Sri Lanka program being only M&E professional in Oceania region)

I successfully contributed to implementing the IUCN Pakistan program, mainly funded by Royal Netherlands Embassy (RNE) in Pakistan. This project focused on field initiatives, partnerships and alliances, and capacity enhancement of the major stakeholders in the Baluchistan province. IUCN Pakistan mainly focused on environmental governance, water resource management, watersheds and rangelands improvement, and coastal ecosystem improvement and rehabilitation, with climate change and desertification as crosscutting issues. The project built vertical and horizontal linkages by building alliances between the government, civil society, the private sector, and natural resource users.

Apart from this, I also assisted the project management teams of the Juniper Forest Conservation project of IUCN in Baluchistan and the Sindh Coastal Community Development Project in conducting several assessments, monitoring visits, and partnership-building initiatives doing baselines for the number of sub-components of the project.

Major achievements/successes with IUCN Pakistan

- Developed the "Monitoring & Evaluation Strategy" of the Balochistan Partnerships for Sustainable Development and IUCN Pakistan
- Developed the Monthly Action Plans of the Balochistan Partnerships for Sustainable Development (A project of IUCN Pakistan in Balochistan)

- Assisted in the development of the "Monitoring Plan" of the IUCN Asia Region (2009-2012)
- Assisted in the development and implemented the "Monitoring Matrix and Mechanisms" of the planned activities at IUCN Pakistan
- Completed the "Integrated Assessment Exercise" along the entire coast of Balochistan, which involved collecting data on livelihoods, economic activities, physical infrastructure, coastal biodiversity, disaster vulnerability, etc. This was the first of its kind exercise in Pakistan
- Developed the monitoring and evaluation plan for the Asian Development Bank-funded project Coastal Community Development Project (The monitoring portion of the project was awarded to IUCN Pakistan)
- Assisted in the revision and formulation process of Annual work
- Completed the situation analysis for different interventions for BPSD thematic areas
- Conducted and supervised "Social and Economic Base Line Surveys" of eight project sites for Integrated Water Resources Management pilot sites for more than 180 villages in remote locations of Killa Saifullah, Gwadar, Pishin, Lasbela, Mastung, and Quetta districts
- Initiated and assisted the process of the Integrated Coastal Zone Management (ICZM) Plan developmental plan for the coastal areas of Pakistan with the Director Coastal Management IUCN Pakistan
- Developed the ToRs (terms of reference) for eight national and one international consultancy
- Devised, developed, and put in place a "Consultants Monitoring Format" to monitor the overall progress of the consultants
- Developed the "Eco-tourism Strategy" for the coastal areas of Pakistan
- Monitored (desk and field) the up-scaling of the mangrove's plantation from 200ha to 8,000ha along the coast of Pakistan with Senior Advisor Coastal Ecosystem, Pakistan
- Developed the seven "Case and Success Stories" of the project interventions
- Introduce the new and emerging concept of Bio saline irrigation at selected villages along the coastal belt of Baluchistan province of Pakistan
- Monitored the development of the "District Development Visions" the districts of Baluchistan being developed with extensive public consultations
- Built partnerships with the major players of the civil society organizations at the local level in six districts of the project
- Coordinated the stakeholders at the provincial level for a regional workshop on "Climate Change: Challenges and Opportunities for South Asia at Islamabad, Pakistan, 13-14 Jan 2009, inviting the IPCC Chief and Nobel Laureate Dr. R.K Pachauri as keynote speaker
- Coordinated an international workshop titled "Banking on Mangroves" at Karachi 27-29 Nov 2008, inviting experts from Nepal, India, Sri Lanka, Maldives, Thailand, and Pakistan

g) Project Manager, USAID funded project on Education on School Improvement Plans and School Improvement Grants (SIPs and SIGs)

LEAD (Leadership for Environment and Development), Pakistan August 2004 to April 2008

I was the Project Manager for one of the iconic projects of USAID in Education in Pakistan. The "Democratized Education Management and Ownership" (DEMO) was implemented in Sindh in two districts of Sindh, i.e., Khairpur and Sukkur. DEMO was funded by ESRA, the Education Sector Reform Assistance, under the aegis of USAID, the United States Agency for International Development. Leadership for Environment and Development (LEAD) Pakistan implemented the DEMO project. It was an attempt to help the communities in Pakistan. The project aimed at strengthening community-based education management by carrying out capacity building at the community level and involving the community in the affairs of their schools. The project was implemented with the help of more than 120 team members in seven talukas (administrative units of districts) to complete the project activities in eight talukas. A project office undertook overall project operations, and I was the main point of contact with the Head Office, the ESRA, and the USAID for the project.

Responsibilities:

- Assisted in the implementation of a \$ 2.1 million education project in Sindh funded by USAID, covering 3,200 primary schools and their associated School Management Committees (SMCs)

- Supervised and provided technical oversight to a team of more than 120 field staff in seven field offices
- Conducted facilitation visits to Taluka Offices situated in Sukkur & Khairpur Districts
- Reported field observations/ proper feedback for improvement/progress of the project
- Using project methodology conducted/designed training for School Management Committee members to build their capacity
- Planned and budgeted the project activities for the project duration as the project progressed
- Supervised the baseline surveys for "socio-economic mapping" of the project schools
- Facilitated ESRA /USAID Representatives on field visits
- Implementation of a mechanism for regular updates of field progress at the Project level and sharing the same with project management at the Project Office and LEAD Pakistan's Head Office
- Developing procedures and guidelines for the smooth implementation of Project activities
- Cross-verify the ESRA field observation reports from social mobilizers
- Develop Work Plans for the teams and monitor progress accordingly
- Managing the daily routine business of the office and reporting to superiors
- Boosting up the team spirit regarding fieldwork and official assignment
- Monitoring the field activities and checking the quality of work
- Holding meetings with major stakeholders like the Provincial and District Education Department

h) Project Coordinator, Community Mobilization; Monitoring and Evaluation

United Nations Fund for Population Activities (UNFPA) Pakistan Jan 2001 to July 2004

<http://www.unfpa.org>

- Established the baseline data of the project target areas through a participatory approach
- Organized more than 350 community organizations to pursue the targets of the project
- Developed the community-based monitoring and evaluation framework and then strategy for proper project implementation
- Developed a detailed implementation plan for the project
- Conducted the training needs assessment of the community members focusing on the project's thematic areas
- Developed the financial monitoring framework of the project
- Completed the social & economic mapping of the project areas with community members
- Mobilized community members for increased CPR in the project areas
- Prepared daily, monthly, and quarterly progress reports using qualitative and quantitative data
- Established the end-line data and used that for the end of the project evaluation
- Set up and placed mechanism of implementation and management of the project for project field teams

E. Professional Development Trainings and Seminars (partial list, not fully updated)

- PMD Pro (Certification, no expiry date)
- Sphere Standards
- Training on Humanitarian Accountability Partnership (HAP)
- Humanitarian Accountability Partnerships (HAP)
- Humanitarian Financing - Appeals System
- Cluster Formation in Disaster Management
- Handling Complaints of Exploitation and Abuse in Disasters
- Protection Issues in Emergencies
- Active Learning Network for Accountability and Performance (ALNAP)
- Compliance and Fraud Prevention, U.S Department of State, Office of Inspector General
- Imparted a four-day training workshop on "Monitoring and Evaluation Systems" for WaterAid, Pakistan
- Use of GIS and Remote Sensing for Natural Resources Management
- Advance Team Leader Training from Team Management Systems Australia, organized by The British Council, Pakistan
- Advanced Training for Train the Trainers by the University of California at San Diego through USAID
- Mainstreaming Gender into Development from Agha Khan University
- Attended Training of Trainers (ToT) in Management from The British Council, Pakistan

- Program Management & Development from Management Development Services, Holland
- Performance Management Training from Lahore University of Management Sciences (LUMS)

F. Education

- **Diploma:** Participatory Planning, Monitoring, and Evaluation (PPME), Kasetsart University, Bangkok, Thailand
- **Certificate:** Project Management for Development Professionals (PMD Pro) Certificate 04183426-01-FLQ5
- **Certificate:** Monitoring, Evaluation, and Learning Systems (MEALS) from Lahore University of Management Sciences (LUMS), Pakistan
- **Certificate:** Sphere Standards in Emergencies, ALNAP
- **Certificate:** Using GIS techniques for Monitoring and Evaluation - Asian Institute of Technology (AIT), Bangkok, Thailand
- **Certificate:** Quality Monitoring from the University of York, SEI, United Kingdom
- **Diploma:** English Language from the National University of Modern Languages, Pakistan
- **Masters:** Social Sciences from Shah Abdul Latif University (with distinction)
- **Graduation:** Commerce and Business Administration, Shah Abdul Latif University, Pakistan

G. Professional Competencies and Skills

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Development of Logical Framework ▪ Capacity Building on Monitoring, Evaluation, Research, and Learning ▪ Effective M&E Systems establishment, augmentation, and coordination ▪ Excellent Data Management and Data Protection skills ▪ Data Quality Assessments (DQAs) ▪ Program Quality Assurance ▪ Excellent evaluation and assessment skills ▪ Partnership Building ▪ Handling complex natured projects ▪ Multi-tasking competency ▪ Fairness and impartiality ▪ Individual and Institutional needs assessment ▪ Team management ▪ Initiator, passionate and committed ▪ Peer coaching and mentoring ▪ Ability to work under extreme pressure ▪ Excellent communication skills ▪ Adapt to a changing environment | <ul style="list-style-type: none"> ▪ Sampling Design ▪ Complex Data Analysis and Interpretation ▪ Evaluation methods (OECD-DAC) ▪ Strong 'Organizational Learning' skills ▪ Research and Assessment studies ▪ Excellent analytical and writing skills ▪ Designing and delivery of training ▪ Result Based Management (RBM) ▪ Informed decision-making through evidence-based learning ▪ Attention to details ▪ Program Resource Management ▪ Participatory Planning Monitoring and Evaluation (PPME) methods and approaches ▪ GIS-based Monitoring and Evaluation ▪ Individual planning skills ▪ Training needs assessment of government officials & staff ▪ Understanding of donors' financial procedure ▪ Multi-Sectoral experience ▪ Decision-making skills ▪ ICT 4 Development ▪ Understanding of local customs & traditions ▪ Knowledge Management Skills |
|---|---|

H. Computer skills

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Microsoft Windows 11/MS Office ▪ Atlas. TI ▪ PASW (SPSS) and Activity Planner ▪ Stata, Epi Info, Power BI, and Data Pro ▪ ComCare – Beneficiary Tracking Software ▪ Kobo/Ona – Online and Offline data collection | <ul style="list-style-type: none"> ▪ MS Project (Advance skills) ▪ Tola ▪ Advance e-mail and internet skills ▪ ArcGIS (10.8) ▪ SurveyCTO ▪ Tableau Software – A.I. Capabilities |
|--|---|

I. Languages

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ English ▪ Sindhi ▪ Urdu | <ul style="list-style-type: none"> Native or bilingual proficiency Native or bilingual proficiency Bilingual proficiency |
|---|---|

M&E Specialist

Muhammad Ali Khoso

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SkypeID: khoso.ali1

PERSONAL INFORMATION

Father's Name: Allan Khan
Date of Birth: 1st November, 1988
CNIC No.: 44206-2948967-5
Marital Status: Single
Languages: Sindhi, Siraiki, , Urdu, English

SUMMARY:

A dedicated professional with more than 6 years' experience in Development Sector having master's degree in Sociology with First division from University of Karachi. Specialize in Monitoring and Evaluation specially in Education related programs and projects having extensive knowledge and experience in Monitoring and Evolution, Formative and Summative Assessments, data collection expertise through qualitative and quantitative techniques, Data Entry, Data Cleaning, Data Analysis, Data Representation, and Data Dissemination. Having skills of Communication, Team Management, Data management/ Validation, Analytical, Field Implementation and Service delivery and Report Writing skills. Looking to contribute my skills and experience to the job offering Organization

PROFESSIONAL EXPERIENCE

Organization:	DAI International
Tenure:	June 2022 to July 2022
Project:	Community Resilience Activity (CRA) USAID
Designation:	Field Support Associate
Responsibilities	Supporting the monitoring and evaluation teams Assist with the entry and analysis of feedback Undertake field visits to project sites to monitor activities and gather feedback. To work on Data Entry, Data Cleaning, Data Analysis, Data Representation and Data Dissemination. Analyze quantitative and qualitative data through statistical methods Assist M&E team in preparation of other program reports and evaluations, as needed Other duties as assigned by the supervisor.
Location:	Karachi

Organization:	Sustainable Development Foundation
Tenure:	April 2018 to April 2021
Project:	Adopted A School Program (AASP) funded by Sindh Education Foundation
Designation:	M&E and Coordinator

Responsibilities	<p>To Monitor the teaching and learning progress of the "Sindh Education Foundation based schools"</p> <p>Budget management.</p> <p>Coordination with SEF. Representatives.</p> <p>Projection and implementation of plans</p> <p>To collect the data from schools and communities</p> <p>To conduct Teachers interviews</p> <p>Preparation of test schedule and its implementation.</p> <p>To conduct Students learning assessment</p> <p>To observe the teaching methods in the class</p> <p>Mobilize the communities to enrolled their children at Schools</p> <p>Monitor teachers training process</p> <p>Building the Teaching capacity of teachers</p> <p>Improve the class room practices to create child friendly class in schools</p> <p>To ensure the quality of Co-Curricular Activities for the students</p> <p>Weekly and monthly progress reports of the schools</p>
Location:	District Sanghar

Organization:	Management System International (MSI)
Tenure:	May 2017 to October 2017
Project:	Early Grade Reading Assessment, Pakistan Reading Program (USAID)
Designation:	Quality Control Officer
Responsibilities	<p>Support all elements of training sessions on the standardized administration of EGRA tools and survey questionnaires, including co-developing the training schedule during the training of Master Trainers, and leading training sessions of enumerators and supervisors.</p> <p>Oversee and help to organize the field administration of the operational tools.</p> <p>Ensure compliance with standardized procedures and protocols for the administration of the EGRA tool and the survey questionnaires.</p> <p>Serve as the contacts and point persons for EGRA's technical staff during data collection.</p> <p>Report daily progress towards targets using MSI-arranged system.</p> <p>Lead debriefing meetings with enumerator team</p> <p>Note Meeting Minutes and share with Supervisor on daily bases.</p> <p>Make recommendations if needed on improving the assessment activities.</p>
Location:	District Tando Allahyar

Organization:	Chemonics International
Tenure:	March 2015 to April 2016
Project:	USAID Sindh Reading Program
Designation:	Field Monitor
Responsibilities	<p>To develop a route plan for the schools to be visited and TLAs and teachers to be monitored per the schedule provided by SRP M&E Manager.</p> <p>Coordinate with key local partners namely MDC, HANDS, VTT Global so field visits are conducted efficiently.</p> <p>To develop Monitoring Checklist</p> <p>Accurately complete the TLA assessment and teacher observation tool in accordance with training received.</p> <p>Maintain accurate and up to date records of the observation tools and send the same to the SRP M&E Manager per the deliverables schedule.</p> <p>Report on any challenges faced in the field as they arise and suggest</p>

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	<p>recommendations for overcoming the challenges. Sending weakly data namely teacher Observations tool and class observation tool to the main office. Observe the Formative Assessment conducted by the teams Guide and trained the TLAs for Formative Assessment Submit the Monthly Monitoring Report of Formative Assessment Submit a comprehensive monthly Monitoring and Evaluation Report highlighting progress updates and observations from the assignment as they pertain to TLA and teacher performance observations</p>
Location:	District Larkana

Organization:	Management Development Centre (MDC) with the collaboration of School to School International (STS) Funded by USAID.
Tenure:	August 2014 to September 2014
Project:	Early Grade Reading Assessment (EGRA) and Early Grade Mathematics Assessment (EGMA), Baseline Survey of Sindh Reading Program (SRP)
Designation:	Enumerator
Responsibilities	<p>Conduct EGRA Assessment in the Primary Schools of Larkana Coordinated the test administration with the head teacher at least two days prior to visiting the school. Administered the EGRA instrument to students objectively and in a technically correct and friendly manner. Cross verified data with other team members to ensure completeness and accuracy. Prepared and delivered all completed EGRA instruments, questionnaires to the supervisor.</p>
Location:	District Larkana

Organization:	Voice Tel Tech Global (VTT) with the Collaboration of Management Systems International (MSI) Funded by USAID
Tenure:	September 2013 to September 2013
Project:	Early Grade Reading Assessment (EGRA), Baseline Survey of Pakistan Reading Program (PRP)
Designation:	Surveyor
Responsibilities	<p>Conduct EGRA Assessment in the Primary Schools of Sanghar. Administer the EGRA instrument to students objectively and in a technically correct and friendly manner. Guarantee that the sample of students is drawn following proper procedures. Provide questionnaire to chosen teachers (Grade 3 and 5) and head teachers to be completed fully. Ensure that the information in all completed EGRA instruments and questionnaire is clear complete and consistent. Cross verify data with other team members to ensure completeness and accuracy. Prepare and deliver all completed EGRA instruments, questionnaires to the supervisor. Inform the supervisor of any problems or difficulties encountered.</p>
Location:	District Sanghar, Sindh

Organization:	VTT Global
Tenure:	June 2013 to July 2013
Project:	Qualitative Study for Gender Analysis of Pakistan Expanded Regional Stabilization Initiative (PERSI) USAID

Designation:	Qualitative Researcher
Responsibilities	<p>Participate in the training about - Qualitative Study for Gender Analysis of Pakistan Expanded Regional Stabilization Initiative (PERSI) USAID</p> <p>Conducted Focus Groups discussions (FGDs) and Conducted In-depth interviews</p> <p>Playing the role of moderator in conducting FGDs</p> <p>Compile and transcribe data of FGDs</p> <p>To analysis of FGDs</p> <p>Participate in Seminar held by Management System International System in Islamabad to share final report about Qualitative Study for Gender Analysis of Pakistan Expanded Regional Stabilization Initiative (PERSI) USAID</p>
Location:	Karachi

Organization:	Helping hand for relief and development (INGO)
Tenure:	September 2010 to March 2013
Project :	Education support program (ESP)
Designation:	Education Coordinator
Responsibilities	<p>Develop, plan and implement academic activities and workshops.</p> <p>To Conduct initial dialogues with the community for the establishment of the Non-Formal Basic Education Schools on the identification of the community through resolution in the presence of SO.</p> <p>Appraisal of the Schools which includes Venue, its need, other existing educational facilities, willingness of the community, community consent for the future ownership list of children with full information.</p> <p>Identification of teachers with the help of DO members or the community and selection of the teachers (according to the policy) Opening of the School with the help of community and teacher after approval from the National Office.</p> <p>Supervision of the purchase of materials and its delivery to the Schools.</p> <p>To ensure the formation of effective</p> <p>To conduct routine and special meetings</p> <p>To arrange subject-Trainings for Teachers through National Office Education Cell</p> <p>To ensure weekly Monitoring visits of the Schools for quality assurance purposes.</p> <p>Training Need Assessment (TNA) of the teachers for Refresher Courses and arrangement of refresher in guidance of National Office.</p> <p>Preparation of Question papers in consultation with teachers.</p> <p>Supervision of examinations</p>
Location:	Shikarpur (sindh)

Organization:	Action for Peace and Sustainable Development Foundation Hyderabad
Tenure:	April 2010 to July 2010
Project:	Baseline Survey Assessment of PPAF's Social Safety Net Targeting Ultra Poor (TUP) Program
Designation:	Data Collector

Responsibilities:	Conduct interviews in house holds Data collection through PDA device Distribute compensation and cash after conducting households' interview Conduct adult interviews after households' interview Submit daily data collection progressive report including personal observation, Synch PDA's Making Daily Report of PDA'S
Location:	Coastal belt of Sindh.

ACADEMIC EDUCATION

Sr.	Certification / Degree	Institution / University	Division	Year
1	M.A (Sociology)	University of Karachi	1 st Division	2010
2	B.A (Hons.) Sociology	University of Karachi	1 st Division	2009
3	Intermediate	B.I.S.E. Mirpurkhas	2 nd Division	2006
4	Matriculation	B.I.S.E. Hyderabad	1 st Division	2004

TRAININGS AND SEMINARS ATTENDED

Sr.	Description	From	Venue	Year
1	Child Rights & Child Protection	One day training by (SPARC) National NGO	Karachi	2010
2	Research Methodology	3 days training workshop by HannsSiedal Foundation	University of Karachi	2010
3	Community Development	3 days seminar by (HANDS)	University of Karachi	2010
4	Illegal migration and Role of Universities	One day seminar by BEFARE	University of Karachi	2010
5	HIV/AIDS in Pakistan	One day seminar by Bridge Consultants Foundation	University of Karachi	2008
4	Certificate in Information Technology (CIT)	DawoodEducational Academy, Karachi	Karachi	2007
5	Certified Network Associate	Khawaja Institute of Information Technology	Karachi	2007

MISCELLANEOUS

Languages: Seraiki, Sindhi, Urdu, and English

Skills & Competencies: Proficient in MS Office, Word, Excel, PowerPoint and Outlook, SPSS.
Strong report writing skills
Substantial knowledge regarding the program management on field level
Strong organizational and leadership skills
Excellent communication and representative skills (written, oral)
Ability to adapt within the working environment
as part of a team

Sports: Cricket

Hobbies: Reading, Traveling and internet surfing

References:

Nmae	Muhammad Yousif
Title	Project Officer
Organization	Right To Play
Address including street, city, . zip	House No. 25, Sector 13/G, Orangi Town, Karachi. Zip code: 75800

6

Country	
Address (work email if reference is working)	muhyusufedu@yahoo.com
Telephone	+923332367654
Relationship with this reference	<i>Supervisor</i>

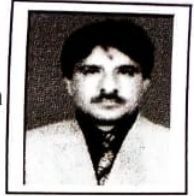
Name	Abdul Rauif
Title	HOD Monitoring and Evaluation
Organization	Punjab skills development fund
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Telephone	+923152666222
Relationship with this reference	<i>Supervisor</i>

Name	Aftab Khushuk
Title	Education Specialist
Organization	The World Bank
Address including street, city, , zip code, country	House No. B-702, Chapal Courtyard Apartments, scheme 33, Karachi, Pakistan Zip code:75300
Email address (work email if reference is working)	aftabkhushk@hotmail.com
Telephone	+923320297413
Relationship with this reference	<i>EGRA Assessment Supervisor</i>

Name	Atif Abbasi
Title	Sr. Officer HR, OD & Governance
Organization	Muslim Hands
Address including street, city, , zip code, country	Islamabad, Pakistan
Email address (work email if reference is working)	Atif.abbasi@pk.mhworldwide.org Zip code: 43701
Telephone	+923455997133
Relationship with this reference	<i>HR Officer</i>

Shaman Ali Jumani

Permanent Address: C/O Government Pakistan Degree College Khairpur Sindh
Cell# 0306-3138705,
E-Mail: jumani_001@yahoo.com



OBJECTIVE:

To acquire a good professional exposure in the field of Commerce and Management Science with a progressive and dynamic organization, where I could utilize my technical skills and work among highly skilled professionals in the newly emerging and challenging fields.

PERSONAL PROFILE:

Father's Name: Altaf Hussain
Date & Place of Birth: 11-03-1984
Nationality: Pakistani
C.N.I.C. #: 45203-8597084-3

ACADEMIC EDUCATION:

[2016-2021] (Ph.D. The study of work of diversity and its impact on Employee Performance in College Education Deptt)

[2012-2016] (M.Phil Small & Medium Enterprises SME 3.53 GPA)
Shah Abdul Latif University Khairpur

[2006-2007] (M.Com finance 70.42%1st Class)
Shah Abdul Latif University Khairpur

[2003-2006] (B.com Commerce 67%1st Class)
Shah Abdul Latif University Khairpur

[1999-2001] (Intermediate or HSC. Pre-Medical, 2nd Division)
BISE Sukkur

[1997-1999] (Matriculation or SSC. Science, 1st Division)
BISE Sukkur

COMPUTER KNOWLEDGE

[2002-2003] (Diploma CIT. 1st Class)
SBTE (Karachi Board)

WORK EXPERIENCE:

[To Date] Assistant Professor at GPDC Khairpur
[Oct 2010 to date]
Lecturer at GPDC Khairpur

Worked as Senior Auditor in Foreign affairs Islamabad

Worked as cash officer (BOP)

Admin officer at Khairpur Sugar Mill

SPOKEN LANGUAGES:

. English, Sindhi, Urdu

Interesting Field:

Research, Auditing & Accounting

SHAZMENEH DURRANI

shazmenehdurrani@gmail.com | 0300-0580988

Statement

An international educational practitioner with over 6 years of professional experiences working on education policy, teachers professional development, school reform, and student learning.

Education

M.S.Ed International Educational Development **University of Pennsylvania, Philadelphia** (2019 – 2021)

UNESCO Fellow

Key courses: *Monitoring & Evaluation for Development, Curriculum & Pedagogy, ICT4D, Qualitative Methods*

B.A. Politics and Middle Eastern & Islamic Studies **New York University, New York** (May 2017)

Deans Scholar

Skills

Education Policy, Policy Analysis, Monitoring & Evaluation, Curriculum Design, Teachers' Professional Development, Advocacy, Impact Assessment, Project Cycle Design, Data Analysis.

Technical Skills in STATA, R, Jira, Notion, Dedoose, Excel, & Curriculum Design.

Fluent in English, Urdu, Sindhi. Proficient in French and Pashto.

Trainings

UN trainings: Results-Based Management, Meaningful Youth Engagement, Gender Mainstreaming

General Trainings: Monitoring & Evaluation, Early Childhood Care and Education, ICT4D, Policy Analysis, Curriculum Mapping & Design, UI/UX design, Quantitative Data Analysis

Education & Development Experience

Research on Improving Systems of Education (RISE) – FCDO Project – Project Associate (February 2020 – current)

- Monitor the Political Economy project progress within the \$50 million FCDO funded RISE Programme
- Update Gantt Charts and activity schedules to submit assigned deliverables to Oxford Policy Management (OPM) & the donors (UK Aid/FCDO, Gates Foundation, & Australian Aid)
- Develop 3 yearly and 12 quarterly donor reports including risk assessments, log-frame trackers, and impact stories.
- Produce a range of intellectual knowledge outputs that synthesize and simplify complex research on the political economy of education reform for a wider audience
- Strategize work plans for 11 research projects in India, Pakistan, Vietnam, Indonesia, Tanzania, Ethiopia, Nigeria, others
- Present and aid discussion of findings at various conferences including the CIES and Annual RISE meetings
- Create all essential communications materials such as project briefs, blogs, insight notes, and high-level emails
- Propose a stakeholder engagement strategy with Education Ministries, think tanks, and other development actors
- Analyze and edit 3 working papers to facilitate evidence-based policy-making in countries as well as for submissions in renowned peer-reviewed journals
- Arrange and oversee logistics for knowledge-sharing events with researchers, donors, academics, and officials
- Lead correspondence with 11 country research times across varying time-zones, as well as OPM team members in the UK
- Handle procurement and financial agreements with regards to assets, resource utilization, and resource needs

Sindh Education Foundation – Govt. of Sindh – Education Consultant (October 2022 – December 2022)

- Stimulate SEF teams to streamline their assessment strategies and create visibility on learning-oriented outputs
- Integrate Social-Emotional Learning competencies into various academic ECE modules in order to foster a holistic, interdisciplinary learning environment
- Enhance the SEF School Leaders Training Guide through a robust assessment of training needs and overarching goals
- Assess Early Childhood Care and Education (ECCE) models in Sindh to develop an improvement strategy in terms of the High Scope approach in alignment with the Sindh ECCE curriculum (2017)
- Develop a guideline for all SEF government schools to foster practical alignment with the best ECCE practices
- Propose implementation guidelines for SEF schools on account of integrating STEAM learning across primary grade-levels
- Create an impact assessment framework for all SEF education interventions to gauge progress on learning indicators

Arbisoft - Strategic Partnerships for E-learning Specialist

(January 2022 – July 2022)

- Initiated a strategic partnerships plan for an e-learning venture to upskill young professionals in Pakistan
- Liaised with organizations such as Higher Education Commission to develop MOOCs that target specific skill-gaps in young professionals graduating universities
- Created a Technical Evaluation Framework for the Higher Education Partnership bidding process
- Evaluated various digital learning products through field insights and research
- Conducted market research, including developing learning and development audits, to gather end-users feedback and assess the learning needs of various groups
- Interviewed a series of potential partners and clients in the higher education, finance, public sector industries
- Acquired partners by launching an Request For Proposals (RFP) in collaboration with the HEC
- Maintained all strategic stakeholder relationships including with government bodies, universities, and corporates
- Drafted strategic product recommendations around digital products interactivity, engagement, design and content
- Lead knowledge-sharing events, both online and in-person, to generate social appetite for digital learning in Pakistan
- Conceptualized and spearheaded innovative communications products that simplified complex ed-tech information for wider consumption amongst partners

UNESCO, Paris - Section for Gender and Education – Sponsored Consultant (January 2021 – April 2021)

- Actualized the programmatic vision of the Global Education Coalition's Gender Flagship to facilitate the Keeping Girls in the Picture project in national contexts in South Asia and sub-Saharan Africa
- Developed key M&E documents such as communications plans, activity plan templates, and log-frames for monitoring and evaluating projects in Nigeria, Benin, Senegal, and Mali
- Conducted a rapid situational assessment in Kenya and Ghana to assess the needs for a girls digital literacy project
- Composed a project brief on the role of ed-tech in bridging equity gaps in low-income contexts during COVID-19
- Strengthened field office results-frameworks by providing continuous feedback on resources, activities, and outputs
- Tracked project cycle elements from designing and planning to implementing and evaluating interventions
- Produced and edited a variety of case-study articles that have been featured on the UNESCO web-page
- Assisted in social media campaigns by creating messages for days such as the International Day of Women in Science
- Communicated with various field offices to foster positive HQ-Field office relations

Akhuwat – Public Private Partnership Schools – Learning & Development Consultant (December 2021 – June 2022)

- Conducted a learning audit for Akhuwat's e-learning platform (AEEFA) which runs across 3 districts' government schools
- Generated a tool to assess and track learning outcomes digitally, and used this data to develop a training agenda for instructors and school leaders
- Introduced an instructional design strategy that drew on the ADDIE and UbD models of design, and oriented educators with key concepts of learner-centricity
- Developed a school climate tool for Akhuwat's PPP schools in Sindh whereby school leads were able to create and meet critical targets for success in learning, behavior, institutional environment, relationships, and management
- Developed a results frameworks for the organization to monitor and assess performance across schools and internal department functions
- Collaborated with four school leaders to create a School Improvement Plan (SIP) for all PPP schools in collaboration with relevant District Education Officers (DEOs)
- Enhanced the platforms user experience by conducting two trainings on human-centered design for website developers, designers, and other team members
- Integrated a social emotional learning function with behavior management system toolkits, manuals, and supplementary tools the Learning Management System (LMS)

National Parliamentary Taskforce on SDGS – Parliament of Pakistan – Advisor (September 2020 – December 2020)

- Initiated the first ever parliamentary campaign for International Literacy Day in collaboration with UNICEF and UNESCO, with participation from over sixty parliamentarians in Pakistan's National Parliament
- Documented foundational content for the first legislative bill on ICT in education and corporal punishment ban in schools
- Summarized seminal research to develop the first Early Childhood Education (ECE) Framework that is now being used to pass ECE bills and policies in the Parliament
- Lead a media forum to sensitize media representatives around child rights, child sexual abuse, and child labor
- Strategized with committee members on integrating child protection legislation across standing committees
- Advised the Parliamentary Standing Committee on Education to invite students in quarterly meetings and amplify students' voices in decisions that concern them
- Conducted a legislative review of all key laws around child rights and developed simple messages on social media for a wider consumption in schools, offices, and hospitals

Kiran Foundation – Public Private Partnership School – Social Emotional Learning Consultant (June 2021 – October 2021)

- Conducted key informant interviews with staff, local community members, students, and other relevant professionals to gather data on school capacity and climate
- Spearheaded a Monitoring and Evaluation training process that ensured quality control for the schools operations, teachers performance, and students learning outputs on a quarterly basis
- Launched a school leadership manual that targets effective practices for improving learning outcomes
- Created four school leader training toolkits for all levels of schooling that focus on safe and happy schooling
- Developed ten teachers' training units that promote holistic learner-centered strategies for effective pedagogy
- Proposed a school improvement plan that include specific recommendations and strategies at all levels of management, execution, and participation

Sindh Commission on the Status of Women, Govt of Sindh, Pakistan - Gender Consultant (November 2018 – February 2019)

- Developed the organizational structure and reporting mechanism for Sindh Commission on the Status of Women
- Organized two national-level stakeholder conferences for 200+ activists, politicians, and policy-makers to discuss response mechanisms for Violence Against Women (VAW)
- Prepared three policy memos on Women's Safety in Public Places, Ending VAW in Workplaces, and the rural-urban dynamic of violence
- Collaborated with ten police stations across Karachi to develop and sustain women police-desks
- Trained 30+ police officers on a host of topics including gender-transformative practices, mindful language, and reporting
- Created content for two gender-sensitization manuals for police trainers in Sindh
- Developed the annual strategy for women's Safe Homes in Sindh that were used by three provincial departments

Unequal Citizens, Philadelphia, U.S.A. Research Assistant (November 2019 – March 2020)

- Conducted interviews with over 10 Muslim American youth to collect data for the Unequal Citizens, a research project led by Dr. Aameena Ghaffar Kucher at the University of Pennsylvania
- Coded interview transcripts using Dedoose and produced corresponding transcript memos
- Observed the project code sheet to extract relevant information

Sindh School System Welfare Foundation –PPP Project - Project Lead (March 2018 – August 2019)

- Created a blueprint for a Sindh Government's hub-school in Karachi, including the project cycle indicators and goals
- Developed a school management system and context-friendly curriculum for 400 out-of-school children (OOSC) in Malir, an underserved area in Karachi's suburbs
- Head-hunted nearly 200 children who had dropped out of school to work in the vicinity's mechanic industry
- Trained and recruited over 30 young teachers to deliver learner-centered interventions for OOSC
- Taught over a hundred adolescent girls in community-homes before integrating 50 of them to the hub-school
- Led three-months of baseline assessments including surveys and interviews to determine school catchment area and solicit community support to enroll students
- Created behavior support programs across 15 schools in villages in district Tando Mohammad Khan, Sindh
- Handled key correspondence with government officials, donors, madrasah owners, and community representatives
- Initiated a mothers' meeting group for around 100 women to engage in school decision-making

Akhuwat, Pakistan - Advisor (November 2017 – March 2018)

- Conducted field research across villages in interior Sindh to prepare a technical and financial proposal for a USAID Request for Proposals (RFP)
- Assessed over 30 schools in rural Sindh to gather information for USAIDs Sindh Basic Education Program (SBEP)
- Composed proposals and grants to the Sindh government including requests for teacher allocations and resources
- Revised curriculum at Narayan Jagannath Vadiya (NJV) school and designed course outlines for English Language
- Conducted workshops with over 50 government teachers in NJV school on time-management, student motivation, and empathy-building in the classroom
- Launched an accelerated English course to teach 14 – 16 year old students basic reading and writing skills
- Evaluated teachers using direct observation, focus groups, and indirect observation

Kiran Foundation, Karachi, Pakistan. Program Head (December 2017 – May 2018)

- Spearheaded a women's enrichment program for students mothers in Lyari, a volatile area in Karachi
- Conducted interviews with 70 women to develop a communications and conflict resolution curriculum

Designed and lead a programme with trauma-sensitive tools to equip women with English speaking skills, computer skills, and budget-management skills
Collaborated with Lead2Empower, a US-based organization, to develop a life-skills program for 30 women in Lyari

UN Women – New York, N.Y. Intern, Program Division

(June 2017 – November 2017)

- Created and maintained appropriate spreadsheets and documentation to track and support project delivery
- Arranged events with different regional UN Women teams, Ministries, and experts
- Analyzed quantitative and qualitative strategic trends and key indicators in UN Women's Annual Work Plans
- Supported the development of research reports, work plans, and grants
- Developed in-depth briefing notes covering political, socio-economic, conflict and post-conflict situations
- Assessed trends in resource allocation, resource mobilization and country office performance

Hudson Institute – Center for Political-Military Analysis, Washington, D.C. Intern

(January 2017 – May 2017)

- Analyzed primary sources including State Department reports, law statutes, judicial records, news articles for papers
- Researched critical regional and international security issues such as nonproliferation, territorial disputes, refugee crises and counterterrorism to compile weekly reports that were used for larger scholarships
- Provided daily news updates, wrote policy memos and proofread papers before publication

Sharmeen Obaid Chinoy - Oscar-winning Film-maker, Karachi, Pakistan Intern

(June 2016 – August 2016)

- Developed creative content to convey legal information about honor killings and victim rehabilitation
- Summarized meetings, prepared itineraries, maintained calendars, and coordinated large-scale events
- Liaised between the team and sponsors to organize two large-scale documentary screenings for students

Prisma Communications Campaigning firm, Washington D.C Intern

(February 2016 – May 2016)

- Drafted daily news reports on current events, legislative and electoral issues for thirteen US congressional races
- Managed correspondence with constituents to gather relevant information
- Edited interviews and campaign footage to update the inventory
- Developed an official contact spreadsheet of potential sponsors and clients for the next cycle which was used by following interns

Op-eds & Blogs

[More of the same](#), DAWN News
[No Woman's Land](#), DAWN News
[Tacking the Politics of Learning](#), RISE Blog
For Children, DAWN News

References

1. Alec Ian Gershberg – Project Lead RISE PET -A - alecian@sas.upenn.edu
2. Maryam Lakha – HR Lead, Kiran Foundation – hr@kiranschool.com
3. Zara Jamal – Head of Partnerships, Arbisoft (former) - zarajamal@gmail.com
4. Elodie Khavarani – Project Officer, UNESCO Section for Education & Gender - ekhavarani@unesco.org

M&E Specialist

Muhammad Shahid Panhwar

Email: shazeem75@gmail.com, Cell/WhatsApp # (+92 300 3083 179);

Skype: shahid.panhwar

Career Summary

I carry over 20 years of work experience as a qualified professional with cross-functional experience in the development sector. I am capable of project designing, planning, development, research and monitoring & evaluation in the areas of rural development and institutional development. Community engagement has been central part of my work experience. I am energetic, passionate, innovative, capable of handling researches and evaluations, team management, and effective coordination within and outside the organization. Monitoring, evaluation, research report writing, managing & analyzing data using SPSS, developing and establishing institutional systems, and producing succinct reports are key areas of my expertise. Moreover, I am efficient at developing productive linkages with stakeholders, enthusiastic about innovating, experimenting new ideas for the professional development of youth in the field of leadership, interpersonal, and presentation & communication skills.

AREAS OF PROFESSIONAL STRENGTH & SKILLS

- Project Cycle Management
- Monitoring, Evaluation, and Learning
- Quality Control and Compliance
- Team Building
- Human Resource and Institutional Capacity Development
- Gender Mainstreaming
- Proposal Writing
- Human Resource and Institutional Capacity Development
- Communication and Outreach
- Conflict Resolution

PROFESSIONAL WORK EXPERIENCE

1) M&E Specialist, World Bank Assisted Sindh Irrigated Agriculture Productivity Enhancement Project (SIAPEP), Water Management Wing, Agriculture Department, Government of Sindh. (April 2022 – Continue)

Brief Summary of Role and Main Achievements

Overall objective of the project is to improve irrigation water management at tertiary and field levels in 24 districts across Sindh province. As Specialist Monitoring & Evaluation, I am responsible to track project performance against project development objective and intermediate level indicators spelled out in the approved Results Framework. As M&E Specialist of the project, I technically supervise an M&E firm engaged with the project for providing assistance in monitoring & evaluation of the project.

2) M&E Specialist, HANDS for USAID’s Water Governance and Capacity Building (WGCB) Activity for Municipal Services Program Jacobabad (May 2020 to Oct 2021).

Brief Summary of Role and Main Achievements

USAID’s Water Governance and Capacity Building Activity for Municipal Services Program Jacobabad Sindh was aimed at providing technical assistance to municipal committee

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Jacobabad and Sindh local government department in human resource and institutional development for sustainable O&M of the newly established water supply system. As M&E Specialist, I developed the M&E system in line with the USAID guideline and assisted Municipal Committee Jacobabad in establishing a KPI framework for efficient O&M of the water supply system. I extended all strategic action plan and guidance to the project team for successful implementation of the work plans. Coordination and quality control of the knowledge management component of the project was one key task of my job. I supervised and guided the household survey of Jacobabad city, consumer scorecard feedback survey, and other civic engagement intervention carried out during the project period. Backstopping support was provided to Jacobabad municipality, local government department and other relevant stakeholders to translate their plans into actions. I was responsible for periodic reporting to USAID, as per their standard guidelines including reporting on USAID web portals.

3) M&E Specialist, MUET for USAID's U.S.-Pakistan Center for Advanced Studies in Water – USPCAS-W (October 2015 to May 2020)

Brief Summary of Role and Main Achievements

As M&E Specialist for USAID funded U.S.-Pakistan Center for Advanced Studies in Water at Mehran University of Engineering & Technology, I developed the results framework, monitoring plan, and feedback mechanism for strategic planning and setting up the overall setup M&E system for the project. Other main achievements included data analysis and producing performance reports against KPIs set out in the results framework. I have been evaluating various program components periodically and recommended the corrective measures in the implementation strategy. I was responsible for coordination of research and other grant projects under the scope of SDG-6 including projects of water management, irrigation and drainage. I provided oversight for developing and implementing a web-based database for monitoring, evaluating, and reporting the program. I was responsible for periodic reporting to USAID, as per their standard guidelines including reporting on USAID web portals.

4) Manager M&E, Provincial Office Karachi. Assessment, and Strengthening Program – RSPN Component (Feb 2011 to Oct 2015)

Brief Summary of Role and Main Achievements

As M & M&E Manager of the USAID funded program at the provincial office in Karachi, I was responsible for reporting on Key Performance Indicators (KPIs) progress. My role was to set up the M&E system synchronized with the head office at Islamabad and its compliance for smooth project implementation. My role also included coordination with various government and non-government organizations for their institutional assessment and capacity building activities. I coordinated and facilitated institutional assessment of eight government and 15 non-governmental organizations carried out through different Chartered Accountant companies. I supervised, guided, reviewed and edited system manuals in the fields of Finance, Procurement, HR, and particularly M&E Manuals prepared for different USAID funded projects for the Government of Sindh and other NGOs in the province of Sindh. I was team lead for 3rd party data validation of a Watan Card Program in northern districts of Sindh. Alongside, I assisted and coordinated external evaluations of the program for various implementing partners. Moreover, I also provided technical support to the Sindh Government Departments in preparation of PC-I (project proposal document) regarding institutional

strengthening by incorporation of HR, Finance, Procurement, and M&E systems.

5) Manager M&E, WWF Pakistan Karachi. Indus for All Programme - Funded by Embassy of the Kingdom of Netherlands. (Aug 2008 – Jan 2011)

Brief Summary of Role and Main Achievements

I worked with WWF-Pakistan for the project "Indus for All Program" – a community-based natural resource management EKN funded project implemented in four priority areas of Sindh. As the M&E Manager, I developed and implemented the integrated M&E system in line with the logical framework of the program. I was responsible for reviewing the adequacy of the information sources such as; project documents, Log frame, M&E plans, etc., to provide a foundation for period evaluations. I was part of the program support unit to suggest an adaptive management system to incorporate changes/delays in program delivery formally. Along with international consultants, I reviewed the periodic assessments of the infrastructure projects and suggested course corrections in program implementation. As a whole, I was responsible for monitoring & evaluating the process of delivery of activities, verifying the outputs and outcome level indicators using field meetings, FGDs, in-depth interviews and review of progress reports, and preparing case studies.

6) Management Executive (Community Physical Infrastructure), Pakistan Poverty Alleviation Fund Islamabad (April 2007 – July 2008)

Brief Summary of Role and Main Achievements

As Management Executive, I was responsible for coordination with different level NGOs (implementing partners) to implement community development projects. Supervision and monitoring of the implementation of infrastructure projects and facilitating partner organizations in social, financial, and technical matters was the key role of my job. I was also responsible for data compilation and management of the country-level database, its analysis and reporting to the World Bank quarterly, and appraisal missions. My job also included the performance evaluation of the partners for the effective implementation of the community-driven development projects to achieve the ultimate objectives of improved infrastructure and livelihood.

7) Program Officer (M&E), NRSP Sindh Region (April 2003 – March 2007)

Brief Summary of Role and Main Achievements

I worked with NRSP as MER personnel for Sindh Region. I was responsible for field monitoring of departmental interventions, their processes, and utilization – mainly the community physical infrastructure, capacity building, and micro-finance interventions. I was also responsible for staff and community on-job training concerning community mobilization and CPI schemes using participatory methods. Reporting on standard proformas was also one of the key roles of my job, along with database management for desk monitoring of overall program activities. It also involved social audits involving checking record-keeping at both office and community level and monitoring the program's quality.

8) Field Engineer (Physical Infrastructure) NRSP Badin Region (Jun 2000 – Apr 2003)

Brief Summary of Role and Main Achievements

I started my career with NRSP as a field engineer in the Badin region. I was responsible for assisting community organizations in identifying sustainable & equitable infrastructure projects. My core responsibility as a field engineer was to survey, design, and cost estimates of

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Community Physical Infrastructure Projects. These projects included village-based projects of drinking water supply, transportation, irrigation, and drainage & sanitation. I also gave training to communities in effective project implementation and record-keeping at the organization level.

INDEPENDENT AND TEAM ASSIGNMENTS

- 1) Resource Person in facilitating trainings on Report Writing, Development Project Cycle Management, Planning Process of Government of Pakistan, Monitoring & Evaluation and Behavioral Change Communication for Government, Non-Governmental Organization (Continuous).
- 2) Carried out Training Needs Assessment for Micro and SMEs under EU funded GRASP-Growth for Rural Advancement and Sustainable Progress Project (2022).
- 3) M&E expert on the team for the Impact Assessment/ Performance Evaluation of 14 Small Dams in Sindh under WB's Sindh Resilient Project (2022).
- 4) Advisor to HANDS Pakistan for the development of CSR and faith-based resource mobilization policy (2021-2022).
- 5) Quick analysis of agriculture business cases in Sindh and proposal development for potential funding under the COVID-19 response to support Micro, Small, and Medium Enterprises under the International Trade Center initiative (2021).
- 6) Team Lead of Baseline Survey for a Spate Irrigation Project in Sindh and Baluchistan" – on-going (2019).
- 7) Team Lead of Project End Evaluation for "Women Water and Peace Building Project implemented by Oxfam" – on-going (2019).
- 8) Team Lead of Empirical Study "Water Scarcity is a Myth or Reality" in Sindh conducted for SPO and Oxfam Pakistan (2018)
- 9) Team Lead of Baseline survey in Thatta City for existing Water Sanitation & Health (WASH) services conducted for the National Rural Support Program and WaterAid Pakistan (2018).
- 10) Paper for National Conference on "Transforming Pakistan the Non-Governmental Way," organized by Sindh Madressatul Islam University at Karachi. (2015)
- 11) Research paper on provincial Sindh Youth Draft Policy for CSSP aimed at identifying the gaps (2014).
- 12) Technical guide to the preparation of M&E Manual for two Government of Sindh's USAID funded programs, namely; Sindh basic Education Program and Sindh Municipal Services Program (2012).
- 13) Institutional Maturity Assessment of Community Based Organizations (CBOs) of district Thatta, Sanghar, and Nawabshah (Benazirabad) involved in Indus for All Program (2010).
- 14) Coordinator for USAID Districts Grant Program "Rewarding Innovations at Districts Level in Pakistan" implemented in Sindh through RSPN – A Public-Private Partnership Project to enhance the project implementation capacity of the Local Governments (2004 – 2006).
- 15) Part of the UN mission to prepare Disaster Preparedness & Rehabilitation Strategy after the

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July 2003 rain disaster in Sindh, especially Badin, Thatta, and Tharparker (2003).

EDUCATION

- ◆ MPhil in Development Studies (2022)
- ◆ Diploma in Project Management (2012)
- ◆ Masters in Sociology (2004)
- ◆ BE in Civil Engineering (1999)

PROFESSIONAL TRAINING

- One-month work attachment at Water Center, University of Utah, USA (2018)
- Training on Project Management at LUMS Lahore (2013).
- Advance M&E Training at LUMS Lahore (2012).
- Training on Procurement Management for Policy Makers at LUMS Lahore (2012).
- Training in USAID/Pakistan's Rules & Regulations at Islamabad (2011).
- Training on "Effective M&E Skills" at ASP Islamabad (2011).
- International Engineers' training on DEWATS (Decentralized Wastewater Treatment Systems) at ENPHO Katmandu, Nepal, sponsored by UN-Habitat (2010).
- Training workshop on Environmental Indicators at Hyderabad by WWF-Pakistan (2009).
- Monitoring & Evaluation of Development Projects at PIDE - Pakistan Institute of Development Economics Islamabad (2006).
- Report writing skills at IRM Islamabad (2005)
- TOT in Advanced Technologies for rural Communities at Institute of Rural Management Islamabad (2003).
- Logical Framework Analysis at IRM Islamabad (2002) and at NGO Resource Centre Karachi (2003).
- Orientation Training Workshop over Philosophy & Program of Rural Support Programs at NRSP Islamabad (2001).
- Effective Communication and Management skills at the Mehran University of Eng. & Tech. Jamshoro (2000).

LANGUAGES SKILLS

- Fluent in English, Sindhi, Urdu, Seraiki

COMPUTER SKILLS

- Proficient in MS Office (Word, Excel, and PowerPoint), Internet utilities, and web-based applications.

Asif Shahzad Khan

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Opposite Bismillah Tower, Block-9, Gulistan-e-Johar, Karachi, Pakistan
Phone: +92 3482518871, +92 335 5513980, +92 3003947906
Email: a.saharan236@gmail.com; ashahzad742003@yahoo.com

M&E ①

PROFILE

A development sector professional with more than 10 years' experience in managing Projects and **Monitoring and Evaluation (M&E)** functions, **baseline, midline and endline surveys** for a variety of projects. Proven expertise and experience in developing **assessment tools for data collection, data using scientific sampling techniques, designed data flow mechanisms, feedback/survey forms, project objectives, key performance indicators (KPI)s, M&E Plans, logical frameworks, theories of change (TOCs),** conducted research using both **primary and secondary** sources of data, **data quality assessments, validation and verifications, data analysis and reporting.** Managed organizational database system known as PRISM to record **performance** against **program indicators.** Provided several in person and virtual **trainings** on **EGRA methodology and monitoring and evaluation (M&E)** concepts & approaches to diverse audiences including organizational staff, enumerators and partners and served as a **project liaison** for externally managed evaluations and studies. Ability to perform under pressure, prioritize tasks on merit through adopting a focused and teamwork approach with effective communication and efficient organizational and time management skills. Aspires to contribute effectively towards social, political, educational and economic empowerment of communities by offering the best of his abilities.

EDUCATION

- | | |
|------|---|
| 2011 | Master of Development Studies, University of Melbourne, Australia
(Recipient of Australia Awards Scholarship for two years) |
| 1997 | MSc Computer Science, University of Sindh, Jamshoro, Pakistan |
| 1995 | BSc Computer Science, University of Sindh, Jamshoro, Pakistan |

PROFESSIONAL EMPLOYMENT HISTORY

June 2021 to Present Senior MEAL Officer, Islamic Relief Pakistan for multiple donor funded projects, Karachi, Pakistan

Position snapshot: The position supports in monitoring, evaluation accountability & learning (MEAL) of project activities through conducting periodic monitoring visits across programme areas and sharing of key findings and recommendations. Preparing comprehensive monitoring reports, debriefing Sindh Programme and country management on key findings, action points, course corrections and recommendations and following-up with respective field teams in relation to course corrections and action points.

- Reviewed and finalized the Business Process Plan document for the Climate Sensitive Livelihood Modeling (CSLM) Project
Developed Project log registers to record project (Complains, Feedback, Risks and Lessons learnt)
- Managed monitoring process for the Qurbani Programme 2021 & 2022 i.e. reviewed detailed implementation plans (DIP) prior to beneficiary assessment, conducted verification of assessed beneficiaries, process monitoring during meat distribution and post distribution monitoring (PDM) after the distribution and drafted reports for the same
- Developed a disaster preparedness plan (DPP) for Sindh province.
- Reviewed and finalized assessment tools for baseline study for the CSLM project, supervised field activities and mobile data collection using Kobo tool & ODK tools and drafted analytical report for the same
- Conducted rapid needs assessment, beneficiary verification of 200 Households, monitoring of material distribution and post distribution monitoring (PDM) for a Fire emergency response project in a rural Sindh.
- Conducted rapid needs assessment for a Flood Emergency Response 2022 Project in Sindh through beneficiary assessment, verification and validation of data, process monitoring, and analysis and reporting. Led detailed needs assessment to study community needs to execute for recovery and rehabilitation of emergency response projects across 10 districts in Sindh.
- Managed a robust Community Complaints and Feedback Mechanism through engaging with communities, managed organizational database (PRISM) with information of different donors, projects, segregated data in different forms and performance of each project against program indicators

February 2021 to May 2021 Senior Monitoring and Evaluation Officer, Blumont Inc. for USAID funded Sindh Community Mobilization Program (CMP) under Sindh Basic Education Program (EBEP) Karachi, Pakistan

Position snapshot: The position supported in monitoring and evaluation (M&E) of ongoing activities under various program components. It also included designing and implementing M & E activities, report on project progress, regular monitoring, maintaining the MIS database, preparing the monthly, quarterly and annual data summaries, data collation, analysis and reporting.

Key contributions:

- Reviewed and finalized consolidated field/process monitoring reports for the months of January to May 2021

Verified means of verifications (MOVs) for over 100 Executive Bodies formed under the School Management Committees (SMC) within CMP target public schools

Conducted field monitoring visits in districts of Karachi, Larkana and Sukkur observed SMC trainings and shared feedback through de-briefing sessions and drafting field monitoring reports with recommendations for program team

- Managed project Management Information System (MIS) database, updated records of project activities under various components, managed data collection process using Kobo Collect Toolbox application and conducted data analysis and reporting for a baseline study implemented within 10 target districts
- Managed project document repository, USAID Pak Info and DEC portals, uploaded various project documents and reports for donor review and approval.

September 2017 to April 2020 Assessment Officer, Creative Associates International Inc. for USAID funded Pakistan Reading Project (PRP) Karachi, Pakistan

Position snapshot: The position supported in all assessment-related activities including piloting and conducting the formative assessment, manage, compile, analyse, and report assessment-related data. Support Policy team in assisting provincial School Education Department (SED) regarding formulation and implementation of policies for Reading Assessment. Orient School Support Associates (SSA)s on the Reading Assessment tool and the student assessment process, supporting the SSAs for collecting data through android based devices using Tangerine application software, developing and implementing weekly, monthly, and quarterly work plans/reports. Maintain a record of project activities for Monitoring and Evaluation (M&E) purposes and coordinate with all other project components related to assessment activities.

Key contributions:

- Conducted training sessions on EGRA student assessment methodology through android devices/tablets using Tangerine software/application for a number of 160 School Support Associates (SSAs) in 11 program intervention districts
- Managed information/data collection activities using android based devices, conducted data analysis, prepared analytical and narrative reports
- Supported M&E team in the designing and development of an assessment tool for longitudinal research study to assess the impact of project provided student Workbooks
- Supported policy team in tool design, development and execution of a Reading Instruction Time (RIT) research study conducted in 87 public schools across Sindh province and developed a draft report for the same
- Reviewed and finalized formative assessment tools in Sindhi and Urdu languages designed for Grade 1 & 2 students
- Supported policy initiatives introduced by the organization such as implementation of RIT in public schools, teachers continuous professional development (CPD) model and review of textbooks for Grade 1 & 2

September 2016 to April 2017 Monitoring and Evaluation Officer - Development Alternatives Inc. (DAI) for USAID/OTI funded Azm-e-Pakistan/Karachi Youth Initiative Project, Pakistan

Position snapshot: The position contributed to program learning at the activity and strategic levels for a countering violent extremism (CVE) program in urban neighborhoods of Karachi city. I was responsible to design and utilize practical tools and methodologies required to assemble data on a recurrent basis for tracking program performance on small grants of the program, conducted field visits to project sites, periodic and systematic data collection and analysis of project results and indicators. Contributed to reporting on progress of results indicators and translated M&E findings into success stories.

Key contributions:

- Managed a portfolio of eighteen small grants of worth US\$ 1,800,000.00, from grant kick-off to grant close-out process. The grants were geared towards supporting the adolescents and youth within in city areas
- Developed Monitoring and Evaluation (M & E) plans
- Devised project performance indicators
- Conducted data quality assessments
- Created data collection instruments and feedback/survey forms
- Managed organizational databases, performed data analysis, and reporting
- Conducted field visits and drafted analytical monitoring reports (PMR) and results-based end of project evaluation reports (EPR)
- Composed and incorporated theories of change (TOCs) for small grants projects
- Developed and finalized program level objectives (output, outcome, and impact level) for projects under consideration for organizational funding
- Reviewed third-party monitoring reports and synthesized, challenges and lessons learned for wider organizational knowledge management

September 2015 to May 2016 Project Manager (Operations), Sindh - Teletaleem (Pvt) Ltd. for USAID funded Sindh Reading Project (SRP), Karachi, Pakistan

Position snapshot: The position provided strategic support and management of field operation for student assessment component for the USAID funded Sindh Reading Project (SRP), including the programmatic support in the development of assessment tools, coordination with the government officials within the provincial Ministry of Education, Bureau of Curriculum, and provincial teacher training institute.

Key contributions:

- Developed detailed implementation plan (DIP) and strategies for the effective project implementation

- Successfully placed implementation teams across all target districts during the initial and later phase of the project
- Conducted training workshops on USAID Early Grade Reading Assessment (EGRA) methodologies for project team members across all target districts
- Drafted detailed quarterly performance and training reports
- Reviewed and finalized student assessment tools
- Followed education management information system (EMIS) to track district-wise progress of students, compare results and formulate strategies accordingly
- Worked with government officials/counterparts within provincial Ministry of Education, Bureau of Curriculum and provincial teacher training institute while designing student assessment tools

December 2012 to July 2015 Project Officer, the British High Commission-UK Foreign, Commonwealth & Development Office (FCDO), Islamabad, Pakistan

Position snapshot: Support the UK Government's public diplomacy efforts through management and administration of British Government Scholarship programs in Pakistan. These include flagship British Chevening Scholarships, South Asia Journalism Programme (SAJP) and Commonwealth Broadcasting Association Awards. Liaison with Association of Commonwealth Universities (ACU), London and communicate with internal and external stakeholders in the areas of Higher education, Business & economics, and Media & communications. Develop institutional linkages with the Ministry of Education & Training, Higher Education Commission, and Media & communications. Develop institutional linkages with the Ministry of Education & Training, Higher Education Commission, Institutions involved in formulating educational policies, leading Universities, NGOs, INGOs, and Civil Society organizations. Supervise and monitor activities for the British Chevening Alumni network in Pakistan.

Key Contributions:

- Received certificate of appreciation for successfully raising the profile of British Chevening Scholarship program across Pakistan
- Achieved enormous increase in receipt of quality applications for Chevening Scholarships from across country, resulting in increased seats allocation for Pakistan from 18 seats to 83.
- Developed plans and strategies to strengthen the linkages with higher education institutions, business chambers & media organizations.
- Successfully organized more than 20 Seminars in Universities, business chambers and media organizations across country as part of a nationwide campaign to promote Chevening scholarships.
- Supported team in sifting, shortlisting and interviewing for South Asia Journalism Program Scholarship Awards for the years 2013 to 2015.
- Coordinated with Higher education commission officials for seeking their support for ongoing Chevening programs and plans.
- Maintained working relations with internal and external stakeholders, i.e. Chevening Alumni, Universities, Business chambers, Media organizations, Governments Officials, NGOs, Civil Society Organisations, FCO Scholarships Unit, Association of Commonwealth Universities and Chevening Secretariat in London
- Managed financial accounts of the Chevening Scholarship Program from 2012 to 2015, developed, program budget, financial reports, and statements describing expenses in local as well as foreign currencies
- Designed and implemented assessment tools for monitoring and evaluation of Chevening program progress and assess the support provided to the wider learning community

October 2012 – November 2012 Monitoring & Evaluation Officer, Internews Europe, (EU funded Media for Flood Recovery Project), Islamabad, Pakistan

Position snapshot: Supporting the organization in assessment, monitoring and evaluation of project components, the position supported in qualitative & quantitative data collection, data compilation, and analysis and reporting of results.

Key Contributions: Conducted data analysis and reporting of more than 15 training programs held across Sindh, Punjab & KPK provinces of Pakistan.

Human Rights, Advocacy & Leadership Experience

January 2011 – December 2011, International Students Officer, University of Melbourne -Graduate Students Association (GSA), Melbourne, Australia

Key Contributions: Provided support and guidance to international students in relation to transitional to University of Melbourne, this included helping them understand the academic environment, expectations, people, culture and society, and guide the use of the learning management system (LMS), etc.

June 2011 – August 2011, Post Graduate Mentor, University of Melbourne – DFAT Office & International Student Services (ISS), Melbourne, Australia

Key Contributions: Provided guidance and support to new students within the postgraduate educational programs. Supported in their transition and living within Australia and overcoming cultural differences whilst allowing them to develop a deeper understanding and awareness of life in Melbourne.

October 2002 – December 2009 Sindh Education Foundation, Government of Sindh, Karachi, Pakistan, the Projects were funded by the Government of Sindh and the World Bank

March 2009 – December 2009 Program Manager, Sindh Education Foundation, Government of Sindh, Karachi, Pakistan

Position Snapshot: Supporting the Community Supported Schools Program (CSSP), running under SEF to increase access to quality education facilities especially for girls within Sindh province. The position of Program Manager provided leadership across various aspects of the project and strategies within the CSSP. Effectively manage the program using participatory development and practices and liaison with Government functionaries/ officials within the provincial Ministry of Education.

Key Contributions:

- Managed program grant of PKR 5,000,000 funded through the World Bank, supervised sub grant contracts of PKR 10,000,000 awarded to partner NGOs, the program was implemented in 5 rural districts and 33 Union Councils of Sindh
- Developed and executed a three year program strategy (2009-2011), Identified support areas, and initiatives required to ensure ongoing funding support and successful program delivery
- Successfully established "Village Education Committees" for each community school to drive strategic input and planning, furthering engaging the regions within the program.
- Worked with government officials within the provincial Ministry of education, school management and teachers to support the project initiatives within the education sector.
- Conducted cost-benefit analysis for an educational facility established to support the education and recreation of working children. The report helped organization in decision-making vis-à-vis the benefits to the children and target community against the cost of the project.
- Generated funds and received material support from the local industry in Karachi i.e. Siemens, Burger Paints, Lucky Cement, SITE Association and Employers Federation under their CSR component

April 2004 – March 2009 Assistant Program Manager, Sindh Education Foundation, Government of Sindh Karachi, Pakistan

Position Snapshot: Supporting the Program Manager in all aspects of daily activity for the Community Supported Schools Program (CSSP). The position of Assistant Program Manager provided direct support across various programs and projects whilst ensuring all aspects of program administration were upheld and complete. Supporting the program manager in all aspects of program delivery for Child Labour Education Program (CLEP). CLEP was a unique model that focused on promoting educational and recreational opportunities for working and street children.

October 2002 – April 2004 Program Associate -CLEP, Sindh Education Foundation, Government of Sindh, Karachi, Pakistan

Position Snapshot: Supporting the program team in all aspects of program delivery for Child Labour Education Program (CLEP). CLEP was focused on promoting educational and recreational opportunities for working and street children.

SHORT COURSES/TRAININGS

2006	Management for Organisational Effectiveness [MOE], School of Leadership, Karachi, Pakistan
2015	APM Project Fundamentals Qualification, Association for Project Management (APM), Buckinghamshire, UK
2020	Early Childhood Development for Policymakers and Practitioners, the World Bank (Open Learning Campus (e-course)
20	Results-based management (RBM), UNICEF (e-course)
2020	MEAL DPro: Monitoring, Evaluation, Accountability and Learning, Humanitarian Leadership Academy (e-course)

Professional & Character Referees

Bashir Ahmed Waseem

Programme Coordinator

Islamic Relief Pakistan, PIA Housing Society, Block-9, Gulistan-e-Johar, Karachi, Pakistan

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Email: bashir.waseem@irp.org.pk

Mr. Nouman Ilyas

National Assessment Coordinator

USAID funded Pakistan Reading Project (PRP), International Rescue Committee, Pak Palace Hotel, Islamabad, Pakistan

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Email: llyas.nouman@gmail.com

Ms. Shahla Qayyum

Head of Chevening Scholarships Programme

British High Commission, Diplomatic Enclave, Ramna 5, Islamabad 44000

Phone: 92 3000990612

Email: shahla.qayyum@fco.gov.uk

Education Experience Profile

Habibullah Khaskheli

B - 86, Block I, Mustafa Bungalows, Near Sabzazar Hotel, Line Channel, Hala Naka Hyderabad, Sindh.

Email:hkhashkeli@gmail.com, Cell + 92 332 - 298 - 8294

Mr. Habibullah is a development consultant with Masters in English and Social Enterprise Management Program an affiliated course from MacGill University Canada. He has been working in development sector since last 14 years. He had been working with NGOs, Governments, Donor Agencies on different development projects. He specialized in Education projects and worked with NGOs/projects funded by USAID, UNICEF, UNDP, Pakistan Poverty Alleviation Fund (PPAF), SCUJ/COMIC RELIEF and others. Projects on Quality Primary Education, Teacher Education, School Management Committee Mobilization, and Education Policy and Research, with special focus on vulnerable and marginalized communities and girls in under developed areas, had been under direct supervision of Mr. Habibullah.

Mr. Habibullah is an educationist and development practitioner with experience ranging from primary education, secondary education, teacher education and training, community mobilization, and using many cross cutting themes/tools as play and sports, child protection, gender, WASH and environment to reach the objectives. Along with that project management, programme development to monitoring and evaluation of small grants partnership projects has been key skill in working on education. He has developed and translated many manuals, project strategies, Standard Operating Procedures (SOPs), narrative/analytical reports, funding proposals, concept papers and project completion reports.

And wrote articles on education at: <https://dailytimes.com.pk/writer/habib-khaskheli/>

Employment History:

Years	Organizations	Positions Held
Feb 2021	Indus Resource Center	Project Manager
May 2017	Progressive Development Solutions (P vt.) Ltd.	Program Director
Aug 2015	Goth Seengar Foundation	Head of Programs
Oct 2013	Creative Associates International	Policy & Systems Officer
Nov, 2011	Right to Play	District Coordinator
March, 2010	Thardeep Rural Development Program (TRDP)	Education Specialist
March, 2007	Indus Resource Center (IRC)	Program Officer, District Manager
April, 2004	Indus Resource Center (IRC)	District Monitoring Officer
Jan, 2003	DevCon	School Development Coordinator

Experience in Education

EDUCATION PROJECT MANAGEMENT: [Engagement Timeline: 2006 to2013]

In development sector implemented Education projects in two districts Tharparkar, Umerkot, Dadu, Jamshoro and Sanghar with IRC TRDP, and Right to Play International. Both of the projects focused girls' education. Projects included quality enhancement of students with different tools and methods. Along with that strong coordination was needed with district and provincial education departments. Project comprised of the important activities of formation of "School Management Committees" with the objective to create ownership of communities in the affairs of schools at local level, teachers'

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training, workshops on school management, creation of coordination among district education department and school management, identifying and advocating the issues faced by teachers and school management at higher level forums etc.

QUALITY PRIMARY & SECONDARY EDUCATION: [Engagement Timeline: 2002 to date]

Accepted the challenge to initiate **Quality Education Projects** with many organizations with zero experience of this venture. The first projects have been funded by DIL, ESRA/USAID and others with multiple tasks, from teachers training, classroom assessment, activities with children and parents and capacity building of school management committees and implementation of these projects confirmed potential quality output to the acceptance of all stakeholders. After that Edlinks/USAID project with secondary schools, play based support to girls education with Right to Play, IRC House of Learning schools/Sojthro schools with IRC/PPAF, Protection and empowerment of working children (PEWC) with TRDP/SCF and many others. During implementation of such projects prepared teaching and learning strategies, academic plans, schemes of studies, classrooms assessment tools, and frameworks for teachers' capacity building for many organizations and school systems.

TEACHERS DEVELOPMENT: [Engagement Timeline: 2005 to date]

As a teacher facilitator implemented many short and long terms projects with many NGOs including IRC DevCon, RWF at various districts of Sindh and Balochistan provinces. These projects focused on teachers' development. Developed training frameworks for pre service and in service teachers training programs, developed training need analysis tools, designed training programs, developed training material in local language and context, training administration and training facilitation was conducted in rural and desert areas alike. The focus was on teachers' skills enhancement and classrooms observations for training implementation.

CURRICULUM, SYLLABUS & MANUALS DEVELOPMENT: [Engagement Timeline 2005 to date]

Designed many training programs for teachers and trainers with teaching institutes, and university faculties, prepared learning materials, handouts, manuals modules and presentations; these included multiple themes ranging from pedagogy to subject based themes. Developed teachers' guides, models lesson plans, syllabus for schools systems and after identifying gaps in children learning reviewed national curriculum and prepared curriculum framework for school systems.

EDUCATION RESEARCH: [Engagement Timeline: 2014 to date]

Designed, conducted Educational Research titled "Elementary Education in district Tharparkar: Background, Functions and Concerns" The research was funded by Action Aid and facilitated by AWARE - A local NGO in Sindh. Along with that designed and conducted Baseline for "children in cotton farming area of Sindh" for Indus Resource Center/Unicef, designed and conducted end line study of Ten Rights Based education program run by AWARE/Action Aid. And a baseline survey for USAID funded Pakistan Reading project sub-contracted organization. The baseline focused reading in class I & II in public schools system. Along with that conducted the few researches including baseline, evaluation for DevCon and others.

EDUCATION MONITORING: [Engagement Timeline: 2004 to 2005]

Devised strategic plan to monitor, review, and control the program at district level. Liaise with district education officials, district local government, and teachers associations for procuring support in order to ensure sustainable impact of the program. Put in practice monitoring system to track the progress and control the program throughout district. Document the progress of the program and facilitate IT personnel to develop District Primary Education Database. Supervise and train School Support Trainers/Master Trainers for field support in schools.

EDUCATION POLICY: [Engagement Timeline: 2013 to Date]

During engagement with USAID funded Pakistan Reading Project supported provincial government and other stakeholders to map and review existing education policy frameworks around systems of reading and assessment. Supported provinces in developing provincial policy "maps" that assess alignment with other national and provincial policies, identify policy gaps, conflicts, and inconsistencies, with final decision on priorities made by the provincial government; Worked with provincial Secretaries of Education to provide support to sustain existing policy initiatives and facilitate development and implementation of new policies, particularly in the areas of teacher standards, compensation, and accountability; Facilitated workshops with provincial and district officials and other stakeholders to analyze policy review results and the status of existing policy frameworks; identify policy priorities; and develop a realistic action plan with specific, time-bound next steps and prioritize new policies and procedures to address gaps. After PRP continued with education policy assignments and prepared five years education strategies for TRDP, AWARE, facilitated education programming, and developed schools policies for many school systems.

COMMUNITY MOBILIZATION: [Engagement Time line 2005 to date]

To support education projects community was needed to be taken on board. To do this many workshop with school management committees (SMC) and village education committees (VEC) were facilitated. Having done this many organizations assigned tasks for SMC training in Sindh and Balochistan provinces. These include RWF, DevCon, IRC, SSSF, NRSP, Goth Seengar and many others. Training manuals for SMC/VECs were prepared in Sindh, URDU and English languages. More than 200 workshops/ToTs were facilitated for SMC stakeholder, organization staff and communities in Sindh and Baluchistan. Since the time of working with communities this continues with different assignments.

SPECIALIZED COURSES AND TRAININGS**WORKING CHILDREN EDUCATION PROJECT [BANGLADESH]: [Feb 2010]**

Visited education project in two district of Bangladesh the project was funded by Save the Children.

INTEGRATED LERANING TRAINING [THAILAND]: [June 2013]

Attended ten days international training workshop at Bankok, the workshop was titled 'Integrated learning Training in terms of life Skills' the workshop was organized by Right to Play International.

LANGUAGES

	Listen	Speak	Read	Write
English	Excellent	Excellent	Excellent	Excellent
Sindhi	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent	Good

References

- 1) **Gabriele Herrmann**
Ex Head of Pakistan Office, CARITAS Switzerland, Email: taiz.gh@gmx.de
- 2) **Nisar Ahmed Nizamani**
Chief Executive Officer, DevCon- an Association for Rural Development
Sindh, Pakistan, Cell: (+92) 3333555403 Email: nisar.nizamani@devconpk.org
- 3) **Atta Mohammad**
Program Manager, Right to Play International, Cell: (+92) 302 3021929
Email: amuhammad@righttoplay.com

M4E Specialist

ZULFIQAR ALI MIRANI



Date of Birth:
08/05/1993

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Muhammad Pur
Bakrani Road,
Larkana, Sindh,
Pakistan.

Email Address:
Zulfiqarali3331@gmail.com.

Contact Number
0336-0396385

Objective

To contribute to the welfare of humanity through research, advocacy and service delivery in development, education, health and other related sectors.

EDUCATION & QUALIFICATIONS

SZABIST Larkana Campus Masters in Project Management (Weekends) Ongoing	2022
Shah Abdul Latif university Khairpur Bachelor of Education (B.ed-1.5 years) 71.67%	2021
University of Sindh, Jamshoro. BS (Honors) Major in Sociology 3.81 CGP out of 4.00	2016
Govt. Boys, Degree, College, Larkana. HSSC-II (Pre-Engineering) (2 nd Division)	2011
Govt. Pilot, Higher, Secondary, School, Larkana. SSC-II (Science) (1 st Division)	2009

EXPERIENCE

Sindh Education Foundation
Junior officer (Programs and Planning)
On Going

- Monitoring and evaluation of SEF supported schools.
- Trainings, and Assessments of academics of school.
- Field visits of schools to ensure proper schooling within the district.
- Assessment of schools regarding academics of students.
- Report writings.
- Data collection of different segments.
- Site verification visits for the purpose of opening new schools in overall Sindh.
- Gaps identifications and their solutions about proper schooling.
- Proper record maintenance and documentation at office and at schools.
- Conducting meetings with stakeholders regarding schools' development and academics.
- Participating and organizing different activities assigned by the foundation for betterment of education.
- Communication.
- Mobilization.
- Logistic and administrative support to other foundation's units (Training and Assessment unit).

Sindh Education Foundation
Teaching Support Associate

June 2017 to May 2018

- Monitoring and Evaluation.
- Training, Teaching and Assessment of learners.
- Report writing.
- Observation of different teachers at school.
- Organizing different co-curricular activities at school.
- Development of school through multifarious ways.

Govt. Pilot, Higher, Secondary, School, Larkana.
Teacher

February 2017

- Taught to class iv, vii, viii, ix and x.
- Taught subjects English, Social Studies, Pakistan Studies, and General Science.

**Sindh Education Foundation
External Invigilator**

November 2016

- Monitoring and Evaluation
- Conducted papers from SIEF assisted schools

**SAT Project Sukkur IBA
Assessor**

March 2016

- Checked Copies of school students.

**Anzaam Consultancy
Team Leader**

February 2015 and September 2016

- Monitoring and Evaluation
- Led the team of enumerators and collected data.
- Collected data from community on WASIF.

Four years of Home Tuition Experience.

PROFESSIONAL TRAININGS

- Two days training on "**Youth-Led Policy Forum**" organized by School of leadership foundation in collaboration with UNDP at Beach Luxury hotel Karachi. (From 23rd November 2019 to 24th November 2019)
- Fifteen days' workshop on "**Content and Teaching methodology**" organized by Sindh Education Foundation in collaboration with Sukkur IBA university at Public school Larkana.
- One day workshop on "**Career Counseling and finding job opportunities**" facilitated by SPARC at department of Sociology, University of Sindh, Jamshoro. (Dec 2015)
- Three days training on "**SRHR**" (Sexual Reproductive and Health Rights) organized by Youth Parliament of Pakistan at LFC Pizza Track Hyderabad. (Oct 2015)
- One day "**Youth Health Conference**" facilitated by YHAP (Youth Health Awareness Program) and Department of Youth Affairs Government of Sindh at Paris Inn Hotel Larkana. (June 2015)
- 2 days' workshop on "**Youth United for Social Change**" organized by CWS (Community World Service) at Hotel Indus Hyderabad. (March 2015)
- Two Days workshop on "**Democracy**" facilitated by SCF (Sindh Community Foundation) at Hyderabad. (March 2014)
- 6 Days workshop on "**Youth Leadership**" facilitated by CPCS (Center for Peace and Civil Society) Hyderabad (Twice). (March 2013) and (Feb 2014)
- One day training on "**Knowing Yourself**" facilitated by CSSP (Civil Society Support Program) Hyderabad. (Feb 2014)

EXTRACURRICULAR ACTIVITIES

- Attended many trainings and workshops at my own.
- Organized events for university students at university.
- Volunteer delivered lectures to school students on different social issues.
- Done some successful SAPs (Social Action Projects)

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SKILLS & INTERESTS

- Fluent at English, Urdu, and Sindhi
- Event Management
- Good Communicator
- Can work in any situation
- Regular and Punctual
- Goal Oriented
- Ability to work as Team Member and Team Leader
- Ability to adjust in new and different Environment
- Travelling
- Reading books
- Computer Skills (MS Office, Good at Surfing)

REFERENCES

1. **Maqbool Ahmed Leghari**
(District Head-SEF district office Khairpur)
Email: maqboolahmed@sef.org.pk
Contact No: 03313557400
2. **Dr. Ghazala Panhwar**
(Assitant Professor-Department of Sociology, University of Sindh
Jamshoro)
Email: ghazal.panhwar@usindh.edu.pk
Contact No: 03332717276

MSE Specialist

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Address: A-436 1st floor, Block 1, Gulshan-e-Iqbal, Karachi, Sindh, Pakistan Post Code: 75300

CAREER OBJECTIVE:

To apply professional knowledge, skills and abilities to a position offering challenging opportunities and responsibilities.

EDUCATION:

- 2008-2010 University of West London old name Thames Valley University UK
MASTER IN BUSINESS ADMINISTRATION-[Corporate Finance & Project management & Marketing]
- 2003-2005 Preston University, Pakistan
MASTER IN BUSINESS ADMINISTRATION-[Finance & Accounting]
- 1999-2003 University of Karachi, Pakistan
BACHELOR OF COMMERCE
- 1996-1998 Government Degree College Karachi, Pakistan
INTERMEDIATE
- 1994-1996 Shmen Public School Karachi, Pakistan
MATRICULATION

Technical Education

- 2002-2003 University of Karachi, Pakistan
DIPLOMA IN INFORMATION TECHNOLOGY

WORK EXPERIENCE

- *Leurers Inn* Duration: 2018-2021
Designation: - Office Coordinator

REGULAR DUTIES/RESPONSIBILITIES:

- Day to day administrative tasks.
- Facilitating phone and email communication to appropriate team members.
- Greeting guests and customers.
- Managing office and team member calendars.
- Monitoring office supply inventory.

- **Cantonment Board-(Ministry of Defence)** Duration: 2015-2017
Designation: - Revenue officer BPS- 17 (contractual) current status: end

REGULAR DUTIES/RESPONSIBILITIES:-

- To facilitate the public efficiently by resolving their issues pertaining to this branch.

- To ensure maintenance and completion of Demand & Collection Registers of all kinds of Revenue related to the area.
 - Exemption/ Remission/Transfer of Immovable cases.
 - Receiving & disposal of daily routine Dak and ensure file tracking.
 - Issuance of No Demand Certificate.
 - Mutation of properties for taxation purpose.
 - Ensure delivery of tax bills & issuance of notice of demand etc.
 - To maintain the separate list of commercial & residential units.
 - To forward the recovery cases to the Cantt Magistrate U/S 259 of CA 1924.
 - Preparation of agenda item & updation of list of recovery, arrears.
 - To conduct the survey of any type.
 - Early disposal of Dak received from RHQ, HQ/ ML&C dept, Station HQ, Corps HQ.
 - To deal the matters pertaining to temporary advertisement charges.
 - To coordinate with the legal branch in courts matters.
 - To manage all related affairs during annual inspection/ audit.
 - Correspondent with NAB, Antinarcotics and FIA.
 - All matters pertaining to water charges.
 - All other Revenue matter pertaining to this area.
 - Any other duty assigned by RS/ AS/ Addl:CEO/ CEO.
- ***The City Scholars Duration: 2014***
Designation: - Office Assistant

REGULAR DUTIES/RESPONSIBILITIES:-

- Typing correspondence, reports and other documents for teacher.
 - Dealing with telephone enquiries and visitors.
 - Effective management and coordination.
 - Taking notes of meetings and identify information.
 - Administer examinations, school admissions.
 - Record keeping data.
 - To manage compilation and maintenance of school equipment/stationary history.
 - To prepare expenses and coordinating with accountant.
 - Monitoring domestic staff, attendance, punctuality, maintenance, discipline.
- ***CP PLUS Nationwide Car park Management & Security Duration: 2007-2013***
Designation: - Officer (Administration)

REGULAR DUTIES/RESPONSIBILITIES:-

- To deal with customers & staff members in security of 'Heather wood and Wexham Park Hospital NHS Foundation Trust UK'.
- To assist COO for managing all the operations of the company.
- To coordinate with police, community officers and government officials.
- Handling Computer operations, systems.
- To make plan for distribution of work load among the staff of Security division.
- To perform any other task as directed by the Management.

- **Rohail Enterprises Duration: 2006-2007**
Designation: -Assistant Manager Administration

3

REGULAR DUTIES/RESPONSIBILITIES:-

- Project management.
- Managing the office work.
- Computer operating.
- To make plan for distribution of work load among the staff of Aviation division.
- To perform any other task as directed by the Management.
- To maintain expense/petty cash accounts.
- Working with the accountant in relating to account matter.

- **Pak Suzuki Motor Company Limited Duration: 2004- 2006**
Designation. - Executive-Corporate planning and Logistics

REGULAR DUTIES/RESPONSIBILITIES:-

- To assist in preparing Corporate Planning and logistics department plans for the strategic affairs as per company policy.
- To perform the corporate planning and logistics matters and to assist in the
- Assessment of the real requirements of strategic procurements in well defined time to maintain optimum inventory levels in a company.
- To liaison with the principal SMC .JAPAN and its affiliates.
- To liaison with Government offices, Ministers , CBR,EDB,PAMA etc
- To liaison with Custom authorities.
- To liaison with foreign suppliers, shipping lines.
- To identify all such operations and activities within the Division which need control and monitoring by establishing operating criteria to ensure their continual compliance in coordination with Manager safety and Security.
- To prepare annual capital budget for the CP&L division.
- To coordinate with the Managing Director in improvement of CP&L division system.
- To make plan for distribution of work load among the staff of CP&L division.
- To perform any other task as directed by the Management.
- To perform monthly Action plan of CP&L division.
- To perform supply chain management activities.

- **Zey Square & Company Ltd Clearing &Freight Forwarding Duration: 2003- 2004**
Designation: - Assistant Account

REGULAR DUTIES/RESPONSIBILITIES:-

- Preparing Pakistan Goods Deceleration Form.
- Assisting the accountant in maintaining vouchers.
- Assisting the accountant in recording the transaction in computer.
- Maintaining the shipping documents.
- Assisting the accountant in preparing ledgers.

"Received Appreciation Certificate on account of highest collection of 2015-2016 revenues in the history of Ministry of Defence Cantonment Board Clifton.

MCZ

Hussain Bux Korejo – Pakistani Citizen

Present Address: House No. 1459, Bazarta Line, D – Area, Karachi, Pakistan

Permanent Address: P.O Karam Nizamani, Tahsil Hala New, District Matiari, Sindh

Email: hussainbuxkorejo@gmail.com, **Mobile:** +923009252177, **DoB:** 26 June 1986

LinkedIn: <https://www.linkedin.com/in/hussain-korejo/>, **Skype:** hussainbuxkorejo

SUMMARY

Hussain is a well-experienced and seasoned Monitoring, Evaluation, Learning, Accountability, and Research, Program Planning, and Management Professional with more than 10 years of proven experience in the Humanitarian, Development, and Public sectors.

Sectors Expertise: Small and Medium Enterprises (SMEs) Development, Agriculture and Agripreneurship, Primary & Public Health, Family Planning & Reproductive Health, Expanded Program on Immunization, MNCH, Nutrition, Health & Hygiene, Disaster Risk Reduction and Management, Training and Education, and Countering Violence Extremism through Media.

Donor Experience: USAID, UNICEF, UNFPA, UNF, BMGF, Government of Sindh (Health & Population Department), Government of Pakistan (Ministry of Industry & Production), and Ministry of Information Technology & Telecommunication.

PROFESSIONAL EXPERIENCE

Project Officer – Infrastructure, (PPS – 8/BS – 18), Pakistan Software Export Board (PSEB), Ministry of Information Technology and Telecommunication, (17 Jan 2022 to Present)

PSDP Project: Establishment of 25 STPs in Pakistan with Rental Subsidy PHASE-1

Coordinate with software technology companies' representatives and assist them in daily affairs, support the Finance Department to prepare bills for AGPR and submission, Assist the Project Manager in performing routine project-related tasks and activities, facilitate in achieving set targets and implementation of short- and long-range goals. Assist Project manager in preparing officer orders, work orders, contracts, and press advertisements, file work as and when instructed, perform milestone review with higher management, and conduct monitoring and supportive visits in sites of Sindh & Baluchistan.

Project Manager, Global Neighborhood for Media Innovation (GNMI); (06 Sep 2021 to 30 Nov 2021)

DAI-USAID Project: Amplifying the role of women in Media (CVE and GBV)

Core Responsibilities:

Oversee all projects' activities, including Strategic Planning of the activities, smooth Implementation, Coordination with donor and direct stakeholders, conducting meetings with project staff, and developing detailed implementation activity plan, activity reports, milestone reports for submitting to the donor, ongoing monitoring of the project's activities. Review IEC material and training manual, hire consultant/trainer, and engage in training.

Assistant Program Manager, Small & Medium Enterprise Development Authority (SMEDA); Government of Pakistan, (01 Nov 2019 to 05 Sep 2021),

PSDP Project: National Business Development Program (NBDP)

Core Responsibilities:

Being part of the country team Pakistan, my position is based in Karachi, Sindh Province. My role is to work closely.

Program Coordination and Stakeholder Engagement, Program Planning, Budgeting, and Execution, Program Monitoring, Evaluation, and Research, Knowledge and Information Sharing, Data Quality Assurance, and Managing Small Grants, Close coordination with Small and Medium Entrepreneurs and engaged subject experts.

2

Monitoring & Evaluation Analyst, Population Welfare Department, Government of Sindh, Karachi, Pakistan, (Mar – 2017, Oct – 2019), PSDP Project: **Costed Implementation Plan – CIP**

Core Responsibilities:

Worked as a key focal point/person for the Province Sindh to support the implementation of M&E framework across all partners and projects, Collaboration, and liaison with UN Agencies, INGOs and Health Department, Government of Sindh to deliver training and develop project resources and tools. Submit reports and participate in provincial meetings as per the requirement of Senior Management Teams. Conduct and lead reviews of projects and support provincial staff in using online systems and resources.

Monitoring & Evaluation Officer, Jhpiego—an affiliate of Johns Hopkins University – USA, Kashmore, Sindh, Pakistan, (Dec – 2016, Mar – 2017), USAID Project: **Maternal and Child Health Integrated Program (MCHIP)**

Core Responsibilities:

Coordinate with the Health Department and Partners in management of the MEL components, ensuring strategic planning of activities is informed by project and relevant DHIS data sets, coordinated with partners on activities related to routine immunization and ensure community participation; monitored EPI coverage, dropout rates, and timeliness and completeness of EPI report.

Monitoring & Evaluation Officer, Pakistan Fisherfolk Forum – PFF, (Nov – 2015, Nov – 2016), UNICEF Project: **Resilient Informed and Safer Schools and Communities Project**

Core Responsibilities:

Developed Monitoring and Evaluation Plan and assessment tools, pre-post KAP assessment tools and reports, Detail Implementation Plan (DIP) and monthly activities plan, provide technical support in monitoring and data management in targeted districts, and improved monitoring systems and the quality of project reports.

Social Organizer, PPHI – SINDH, Hyderabad, Sindh, Pakistan, (Sep – 2013, Oct – 2015), **Public-Private Partnership Project: Primary Health for Mother and Child**

Core Responsibilities:

Conducted meetings with Male and Female Medical officers for quality of services, monitored the storeroom of medicine and verified medicines, EPI centers, and verified stages of vaccine, Ensured the punctuality of the health facilities staff. Conducted meetings with all stakeholders including the Department of Health, WHO, developed linkages with government health department officials, Participated in EPI meetings held by District Health Department and WHO.

Program Coordinator – Education, Sindh Health Education & Enterprise Development Organization (SHEEDO), Matiari, Sindh, (May – 2011, Aug – 2013), **Project: Strengthening School Management Committee**

Core Responsibilities: Appropriate to the nature and goals of the program. Act as a resource person for program information, overseeing the development and delivery of workshops, seminars, and other events organized by the program, Scheduling, and attending meetings, creating agendas, taking minutes. Close coordinated with government officials of the education department district level, government teachers, SMC members, community leaders, religious leaders, and influential persons. Develop activities reports, training reports, monthly, quarterly, and annual performance reports of activities and share them with Manager Programs. Writing concepts papers, collected success stories, case studies, and lessons learned. Organized and co-moderated district-level seminars and workshops about the importance of education and developed seminars and workshops reports also share with the direct manager.

Major Achievements

2

Awarded Letter of Appreciation from **Global EvalYouth Network** to participate in *Global Mentoring Program for Young and Emerging Evaluators (YEEs)*

Nominated as an **Associate Member** of the **University of Cambridge** in "The Centre for the Study of Global Human Movement" <https://www.humanmovement.cam.ac.uk/directory/hussain-bux-korejo>

Education

2005 – 2008	University of Sindh, Jamshoro, Pakistan Bachelor's degree (Four Years) in Computer Science, (2.95 CGPA)
2002 – 2004	BISE Hyderabad, Sindh, Pakistan, Intermediate – Commerce, (B Grade)
1999 – 2001	BISE Hyderabad, Sindh, Pakistan Matriculation – Science, (C Grade)

Trainings Attended

- Monitoring, Evaluation, Accountability and Learning in Emergencies, (11 February 2021) – (online, Humanitarian Leadership Academy)
- MEAL DPro - Monitoring, Evaluation, Accountability, and Learning, (10 February 2021) – (online Humanitarian Leadership Academy)
- Project Management, (Online ELC eLearning Collage), (17 January 2021)
- Population Health and Environment (Online Global Health eLearning Center), (30 May 2018)
- Monitoring & Evaluation (M&E) Fundamentals, (Online Global Health eLearning Center), (16 November 2017)

Language & Skills

English & Urdu	Fluent in all aspects, Sindhi – Native, Arabic Reading and Writing
Computer	Proficient in Microsoft Office, SQL, SPSS, MS Access, Tableau, Power BI, EPI-Info, Outlook, DHIS, cLMIS, Zoom, ClickUp, Google Meet, and Teams

Professional References

1. **Mr. Ghulam Hussain Talpur**, District Team Lead, UN – FAO
Ghh.talpur@gmail.com, Mobile: +92 334 2619433
2. **Mr. Asif Ali Khaskheli**, MEAL Officer, SIF
Khaskheli.asif1@gmail.com, +92 300 3094084
3. **Salman Khalid**, Program Officer – PMU, SMEDA
salman.k.k@hotmail.com, +92 321 8832235

Muz Speerit



MUHAMMAD YOUNIS

PROFILE

Self-motivated and hard worker with a warm and friendly demeanor always! Skilled at conflict resolution. Team builder who is acutely attentive to problems and ways to resolving them. Punctual, Problem solver and avoid multitasking. Track record of competitive environment and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

CONTACT

PHONE:
+923083147789

EMAIL:
enqr_younis@yahoo.com

ACTIVITIES AND INTERESTS

Internet Surfing
Book reading
cricket

SKILLS

MS Office
Interpersonal
Teamwork
Pressure Handling

WORK EXPERIENCE

Government of Sindh, School Education & Literacy Department

MONITORING OFFICER (August 2022 – Present)

- Performing all job-related duties and assisting Cmo's about performance functions.

- Evaluating and analyzing the data through SSMS of schools and visit reports submitted through filed visits.

MONITORING ASSISTANT (April 2016 – Aug 2022)

- Under the "Monitoring & Evolution Policy" following all the codes and protocols with assigned tasks and responsibilities.

- completing all assigned targets with effective plans and execution in timely manner.

EDUCATION

QUEST Nawabshah (2013)

B.E. (Electrical)

Study of Testing, Commissioning & Protection of Power Transformer

BISE Sukkur

-INTERMEDIATE (2008)

-MATRICULATION (2006)

ACHEIVEMENTS

- Position holder in bachelor degree with 88.27%
- "Best performer of the year" consecutively for two years in Monitoring Assistant tenure (2020-21 & 2021-22).

CERTIFICATION

- Programmable logic controller (PLC)
- Capacity Building Training (Communication & Presentation Skills)
- Smart Communication System Environment & Job Hunting

Curriculum Vitae Engr. Kulsoom Ahmed

Contact no: 0334-373-9019 & 0312-010-0132, Email: kulsoom.a@yahoo.com

Career Objective: To attain professional Excellencies by applying my management skills & academic background in an Organization having challenging & competitive environment for personal growth and career development.

Academic Qualifications:

Qualification	Year	Institution	Division
PhD Chemical Engineering	In progress	DUET, Karachi	NA
Masters in Environmental Management. Equivalent to M.Phil	2016	NED University of Engineering and Technology	3.42/4.00 GPA
Bachelor of Electrical Engineering (B.E)	2007	NED University of Engineering and Technology	First
Intermediate(HSC)	2002	Govt. College for women	A-Grade
Matric (SSC)	2000	IHA Public School	A-Grade

Professional Experience:

- 1) **Sir Syed University of Engineering & Technology:**
Worked as Jr. Lecturer for Engineering students from 15th July 2019
- 2) **Dawood University of Engineering & Technology:**
Worked as Lecturer for Third year and Final year Engineering students in Fall 2016
- 3) **Ziauddin University :**
Worked as Lecturer for Engineering students in Spring 2013
- 4) **Indus University:**
Worked as Lecturer for B-tech Engineering students in Spring 2011

5) **Aga Khan University Hospital:**

Worked as Electrical Engineer from 15th Sept 2009 to December 2011

Responsibilities:

- 1) Planning of 132 KVGIS AKU-KESC Grid Station
- 2) Preparation/Modification in Tender document (Specifications, BOQ and Drawings) of 132 KV GIS Grid Station
- 3) Inspection & Testing of 11 KV Panels at manufacturers work
- 4) Inspection of Installation of 11 KV Panels at different substations
- 5) Designing and preparation of tender document for additional 1.75 MW Gas Generator in Power Plant
- 6) Presentations on Co-generation and Grid Station

6) **R.A Electronics Group:**

Worked as Electrical Engineer in Rental Power Department from 6th Oct 2008 to 30th June 2009

Responsibilities:

- 1) Costing of Rental Generators for commercial offers
- 2) Preparation of commercial quotations for clients

7) **General Electro-Mecanique (Pvt) Ltd**

Worked as Trainee Engineer from 5th May 2008 to 1ST Oct 2008

Responsibilities:

- 1) Worked on Telenor MSC Project, Gulshan site including daily site visits.
- 2) Updating of schedule on daily basis
- 3) Evaluating/examining different tender documents contractually and technically
- 4) Obtaining quotations from different clients for different projects and making comparative statements
- 5) Involvement in Project management activities
- 6) Worked on different Tenders including Shaukat Khanum Memorial Cancer Hospital & Research Center

8) **Sui Southern Gas Company Ltd. (SSGC):**

Worked as Internee. Surveyed Installed Electrical Components. Prepared detail report on each component. From 18th December 2006 to 15th January 2007

Technical Skills: Computer Courses: Advance MS-Excel, MS-Word, Power-Point & Auto-Cad

Membership : Pakistan Engineering Council

Research Interest: Environmental Pollution, Chemical Industries Waste water treatment

JOB APPLICATION FORM
DOW UNIVERSITY OF HEALTH SCIENCES KARACHI

POST APPLIED FOR	Assistant Controller	SPECIALITY	Examination
DATE OF ADVERTISEMENT	2022-10-20	DATE OF APPLICATION	2022-10-22

1. PERSONAL DETAILS

NAME	Kulsoom Ahmed	FATHER'S \ HUSBAND'S	Ahmed Mian
DATE OF BIRTH	1984-01-10	AGE ON CLOSING DATE	38/9/26
GENDER	Female	MARITAL STATUS	MARRIED
ADDRESS	House No. C -28 Rizvia Society, Nazimabad, Karachi. Pakistan		
CITY	Karachi	PROVINCE \ STATE	Sindh
PHONE	0334-3739019	ZIP / POSTAL CODE	74600
MOBILE	92-334-3739019	EMAIL	kulsoom.a@yahoo.com

PERMANENT ADDRESS	House No. C -28 Rizvia Society, Nazimabad, Karachi. Pakistan		
CITY	Karachi	PROVINCE \ STATE	Sindh
COUNTRY		ZIP CODE	74600
DOMICILE	Sindh	REGIONS	Karachi Central
CNIC NUMBER	42101-9188397-4		
DEGREE ACCRED COUNCIL	PEC	DAC NUMBER	ELECT22627

2. ACADEMIC PROFILE

DEGREE/DIPLOMA/CERTIFICATE		Master	
SPECIALITY	MPhil in Environmental Management	YEAR	2016-07-11
INSTITUTION	NED University of Engineering and Technology Karachi		
DEGREE/DIPLOMA/CERTIFICATE		Bachelor	
SPECIALITY	Engineering (B.E or B.Eng)	YEAR	2007-01-07
INSTITUTION	NED University of Engineering and Technology Karachi		

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3. EMPLOYMENT HISTORY

EXISTING EMPLOYMENT		EXTERNAL CANDIDATE	
CURRENTLY WORKING	UNEMPLOYED	EMPLOYMENT STATUS	CONTRACT
BPS	BPS 18	WORKING EXPERIENCE	6 Months
PREVIOUSLY DID YOU EVER WORKED AT DUHS		NO	

4. WORK EXPERIENCE

JOB TITLE	Electrical Engineer	SPECIALITY	Electrical
INSTITUTION	NED University of Engineering and Technology Karachi		
ORGANIZATION	Private Sector	FROM	2009-09-16
		TO	2011-12-07

5. RESEARCH PAPERS / PUBLICATIONS

6. REFERENCES

1. NAME	Sana Nasri	DESIGNATION	Major	CONTACT	03225507007
ADDRESS			EMAIL		
2. NAME	Imtiaz Ahmed	DESIGNATION	Engineer	CONTACT	03332398057
ADDRESS	Aga Khan University		EMAIL		
3. NAME	Sundus Sohail	DESIGNATION	Environmentalist	CONTACT	0334-3621659
ADDRESS			EMAIL		

JOB APPLICATION FORM
DOW UNIVERSITY OF HEALTH SCIENCES KARACHI

POST APPLIED FOR	Deputy Controller	SPECIALITY	Examination
DATE OF ADVERTISEMENT	2022-10-20	DATE OF APPLICATION	2022-10-27

1. PERSONAL DETAILS

NAME	kulsoom ahmed	FATHER'S \ HUSBAND'S	Ahmed Mian
DATE OF BIRTH	1984-01-10	AGE ON CLOSING DATE	38/10/0
GENDER	Female	MARITAL STATUS	MARRIED
ADDRESS	C-28 Rizvia Society Nazimabad, Karachi-74600		
CITY	karachi	PROVINCE \ STATE	Sindh
PHONE	0334-3739019	ZIP / POSTAL CODE	74600
MOBILE	92-334-3739019	EMAIL	kulsoom.a@yahoo.com

PERMANENT ADDRESS	C-28 Rizvia Society Nazimabad, Karachi-74600		
CITY	karachi	PROVINCE \ STATE	Sindh
COUNTRY		ZIP CODE	74600
DOMICILE	Sindh	REGIONS	Karachi Central
CNIC NUMBER	42101-9188397-4		
DEGREE ACCRED COUNCIL	PEC	DAC NUMBER	Elect22627

2. ACADEMIC PROFILE

DEGREE/DIPLOMA/CERTIFICATE	MPhil in Environment Management		
SPECIALITY	Environmental Sciences	YEAR	2016-07-11
INSTITUTION	NED University of Engineering and Technology Karachi		
DEGREE/DIPLOMA/CERTIFICATE	Bachelor		
SPECIALITY	Engineering (B.E or B.Eng)	YEAR	2007-01-07
INSTITUTION	NED University of Engineering and Technology Karachi		

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3. EMPLOYEMENT HISTORY

EXISTING EMPLOYEMENT	EXTERNAL CANDIDATE		
CURRENTLY WORKING	UNEMPLOYED	EMPLOYEMENT STATUS	CONTRACT
BPS	BPS 18	WORKING EXPERIENCE	8 Months
PREVIOUSLY DID YOU EVER WORKED AT DUHS	NO		

4. WORK EXPERIENCE

JOB TITLE	Electrical Engineer	SPECIALITY	Engineering		
INSTITUTION	Aga Khan University Hospital*				
ORGANIZATION	Private Sector	FROM	2009-09-16	TO	2011-01-07

5. RESEARCH PAPERS / PUBLICATIONS

6. REFERENCES

1. NAME	Sana Nasri	DESIGNATION	Major	CONTACT	03225507007
ADDRESS			EMAIL		

2. NAME	Imtiaz Ahmed	DESIGNATION	Engineer	CONTACT	03332398057
ADDRESS	Aga Khan University, Power Plant Department		EMAIL		

3. NAME	Sundus Sohail	DESIGNATION	Environmentalist	CONTACT	03343821659
ADDRESS			EMAIL		

ADNAN MAHMOOD

Address: A-3041, Gulshan-e-Heeded, Phase-2, Karachi.
Contact Details- Mobile: #: 0306-3274119
Email: adnan3041@gmail.com
DOB: April 12, 1984
Domicile: Sindh



OBJECTIVE

To pursue career with a leading organization to work in a leading role in a goal-oriented environment for enhancing skills and broadening knowledge of my team, thus achieving the long-term sustainable growth aligned with mission, and vision of the organization.

PROFESSIONAL QUALIFICATION

- **Executive MBA (Marketing)**
IBA (Institute of Business Administration, Karachi, Pakistan)
CGPA: 3 out of 4
(2017)
- **Master of Business Administration, (Marketing & Supply Chain)**
SZABIST (Karachi, Pakistan)
CGPA: 3.09 out of 4 (83% marks)
(2010)
- **BS (Bachelor of Science)**
University of Karachi (Karachi, Pakistan)
CGPA: 2.76 out of 4
(2006)

PROFESSIONAL EXPERIENCE

Foresee Business Research – (March 2020- Date)

Karachi, Pakistan

Category: Business Development & Project Management

Senior Business Consultant

- Facilitate discussions with the client to elaborate on the areas of proposed improvements
- Define the problem concisely and hypothesize the proposed solution
- Perform quantitative and qualitative analysis to drive the proposed solution
- Quantitative research methodologies include data mining, creating financial models, and performing valuation analysis
- Qualitative research methodologies include performing market research and collecting business intelligence
- Consolidate the findings from the analysis and present solutions to the client
- Develop and present a plan to implement the recommended changes
- Support the business development activities of the firm such as pursuit development and production of thought papers

ACHIEVEMENTS AS A CONSULTANT

Successfully completed Business Consultancy projects with following Organizations:

- **London School of Economics (LSC) & AMAN Foundation**
As a business consultant I worked with Aman Foundation for expansion of primary health care services. I provided them self-sustainable, impactful, and expandable model for exponential growth. Provided sustainable development model in primary health sector. Aman Foundation in Pakistan is beneficiary of this model in providing health services in Pakistan.
- **USAID (United States Agency for International Development)**
Awarded by USAID for curriculum development in gender equity program for women empowerment. Aurat Foundation is beneficiary of this education program for women empowerment in Pakistan.
- **World Bank (WomenX Program in Pakistan)**
As a consultant I played leadership role and made operational plan, budgets due diligence of this program in Pakistan. Objective of this program was women empowerment and to increase the role of women in economic development of the country. Women entrepreneurs were beneficiary of this program.
- **PUM Netherland**
As a business consultant I made an instrumental role for the partnership of PUM Netherland with SMEs in Pakistan. I invited various experts from PUM Netherlands to work with local industries where their expertise was required. I focused on areas of female entrepreneurship, youth employment, food security, CSR etc.
- **UNDP Youth Employment Program (YEP)**
As a consultant I was involved in program design and curriculum development and training in this program. I played leadership role and made operational plan, budgets due diligence of this program in Pakistan. Objective of this program was labor empowerment and to increase the role of technical labor in economic development of the country. Technical labor of automobile workshops, small garment units, construction labor etc. were beneficiary of this program.
- **FBR & Income Tax Department of Pakistan**
As a consultant I have designed courses for FBR (Federal Board of Revenue) and Income Tax officers of Pakistan for their Executive Development Program. FBR works for tax collection in whole country. This Executive Development Program leads toward the Executive MBA Degree at top business universities in Pakistan.
- **Sindh Investment Board and CPEC (China-Pakistan Economic Corridor)**
As a consultant I worked with Chairman Sindh Investment Board to make feasibility, budgets and operational plans of Special Economic Zones in Sindh for International Investor. I also contributed in some research work with Chairman SIB on the impact of CPEC on the economy of Sindh and Whole Country.
- **House of Habib (Large Industrial Group of Pakistan)**
As a consultant I did consultancy work for House of Habib a large industrial group in Pakistan on their future business investments and business growth as a business consultant. I did in-depth study and research on import and export of goods produced by Habib Group in the country. Identified the local industries effected from FTA (Free trade agreement) with China.

- **SMEDA (Small and Medium Enterprise Development Authority)**
As a consultant I have worked for SMEDA a state organization in Pakistan that works for growth of small and medium business in whole country. I made complete course material for training of new and existing entrepreneurs. The course material covered Marketing & Sales Management, Human Resources Management, Import and Export Documentation Procedure, Money Management for small Business.
- **NEP (National Entrepreneurship Program)**
As a Consultant I originated idea and started NEP (National Entrepreneurship Program) in Pakistan. Made operational plan, feasibility, and budgets of this program to start in all over Pakistan. This program started successfully in three cities Hyderabad, Faisalabad, and Gujranwala.
- **Women Technology Entrepreneurship Program (WTEP)**
As consultant I was involved in program design and curriculum development and training in this program. Objective of this program was women empowerment and to increase the role of women in economic development of the country. Housewives with kids were beneficiary of this program.

IBA—Institute of Business Administration – (June 2011-March 2020)

Karachi, Pakistan

Category: Business Development & Project Management

Senior Executive Officer

- Develop Strategic marketing plan aligned with critical issues of marketing and communication including campaigns, events in various cities, newspapers, digital and social media marketing and public relations
- Use financial modeling to Plan, administer and control budgets for projects and programs
- Participate in the development of policy by providing advice to director IBA
- Conduct statistical analyses to determine cost and effectiveness of policies and programs
- Involve in different training and mentoring of projects of Incubates of IBA on business models, market research, feasibilities and sustainability
- Organize and direct committees and working groups to plan, manage or evaluate projects and programs
- Organize departmental unit and establish procedures to meet departmental objectives set by senior management
- Direct and advise policy researchers or program officers conducting research, preparing documents or administering programs
- Supervise primary and secondary research on new projects
- Interview, hire and provide training for staff
- Conduct research, produce reports and administer various programs
- Evaluate programs and recommend improvements
- Develop the structure, content and objectives of new programs
- Develop programs and resources for program delivery
- Deliver presentations at conferences, workshops and symposia
- Supervise the work of policy researchers, consultants and program officers
- Responsible for ERP (Enterprise Resource Planning) database

ACHIEVEMENTS AT IBA KARACHI

- Prepared user friendly guidelines of ERP system for users of various departments IBA
- Successfully implemented the online ERP system in EMBA Department of IBA which ensures the best management with real time information

FAST –National University – (Feb 2008 to Jan 2010)

Karachi, Pakistan

Category: Business Development & Project Management

Departmental Secretary of Management Sciences

- As Departmental Secretary of Management Sciences, I was responsible of smooth functionality of department through Project
- Responsible for analysis of different reports and data
- Responsible for ERP (Enterprise Resource Planning) in our department
- Prepared the weekly & monthly reports of all activities
- Managed the relevant staff according to the objectives and targets.
- Involved in marketing of our services to the customers
- Managing the Internal and external Communication of Department
- Assists in enforcement of project deadlines and schedules.
- Reporting directly to Head of Department Management Sciences

ACHIEVEMENTS AT FAST-National University

- Coordinator of NCGM (National Conference on Global Management)-For the year 2009
- Successfully arranged various guest speaker sessions on various Business related topics, i.e. entrepreneurship, Brand Management, Marketing, Supply Chain Management
- Successfully arranged various Industrial Visits to large industrial complex in Karachi, i.e. Pepsi Co. Pakistan, Hino Pak, Pakistan Steel, Gul Ahmed.
- Organized Procter & Gamble (P&G) Global Hygiene and grooming education workshop in FAST, Karachi

SPECIAL SKILLS

- Excellent Written, Oral Communication and Negotiation Skills
- Pro-efficient in the use of MS Office, email & various business related computer applications
- Effective time Management & Decision Making skills
- Good Interpersonal skills
- Have multitasking skills and result oriented
- Strong Analytical Skills, Creative and Team Player

- Command over MS Project
- Fluent in English and Urdu Languages (Written & Oral)
- Can be a part of fast paced working environment and Work Under Pressure

PROFESSIONAL TRAINING

- Entrepreneurship Symposium at IBA Karachi
- Workshop on Customer Services, IBA, Karachi
- Data Handling Techniques for researchers, IBA, Karachi
- HEC Indigenous Training for Academics, IBA, Karachi
- Project Management on MS Project & Primavera (4 weeks), SZABIST
- Workshop on Customer Relationship Building (1 day), SZABIST
- Workshop on Creativity & Innovation for Entrepreneurs (1 day), SZABIST
- Workshop on Organizational Communication (1 day), SZABIST
- Workshop on Negotiation Skill (1day), SZABIST
- Workshop on Presentation Skills for Manager (1 day), SZABIST
- Workshop on Team Building & making synergy work (1 day), SZABIST
- Workshop on Time Management (1 day), SZABIST

COMPUTER SKILLS

SKILL	LEVEL
ERP Applications & MS Project	Proficient
Project Management,	Proficient
Financial Modelling	Proficient
Planning & Scheduling Techniques	Proficient
Costing, Resource and Cash Flow Calculations	Proficient
Graphical Techniques; Histogram, Bar Charts & S-Curves Preparation	Proficient
Project development reports (PC 1 to 5)	Proficient
MS Excel, MS Word & MS Power Point	Proficient
Documentation and Technical Report Writing	Proficient
Sales Analysis and Reporting	Proficient
Adobe Photoshop	Proficient
Twitter, Facebook, MySpace, LinkedIn, YouTube, Online B2B Platforms, Messengers, Skype, Daily Motion, PRWeb, Question/Answer Sites, Blogs, Press Releases, Article Websites, Wikis, Alexa Ratings, Google analytics, trends, insights, internet trends, fads and technologies, etc.	Current and advanced knowledge of Social Media

LANGUAGES

LANGUGES	READ	WRITE	SPEAK
English	Fluent	Fluent	Fluent
Urdu	Good	Good	Fluent

EXTRA CURRICULAR ACTIVITIES

Hobbies Include listening to music, reading travel related publications, business related publications & Aviation, Contemporary, Landscape and Electronic gaming

PROFESSIONAL REFERENCES *Referee details will be available upon request*

Ayaz Hussain

Contact & Address detail

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ayazjarwar2000@gmail.com

Postal Address:

House No. 1593-D, Street
27, C/o Baltistan General
Store, Liaquat Ashraf
Colony 2 Mehmoodabad
Karachi.

PERSONAL INFORMATION

❖ CNIC:41306-4163580-3

❖ D.O.B: 23-01-1990

❖ Surname: Jarwar

❖ Father's Name: Abdul Hussain

Marital Status :Married

LANGUAGES

❖ English: (Fluent)

❖ Urdu : (Fluent)

❖ Sindhi : (Fluent)

SOCIAL ACTIVITES

❖ Participation in various
departmental
Conferences & Seminar,
trainings.

❖ Advocacy, Networking,
Media Campaigns.

❖ Leded Social Action
Projects with British
council.

❖ Voluntarily worked in
flood 2010.

PROFESSIONAL SKILLS

❖ Monitoring and
Evaluation

❖ Project Management.

❖ Project Planning

❖ Project Implementation.

❖ Research.

❖ Proposal Writing

❖ Data Analysis

❖ Data Collection/Survey.

❖ Database Management.

❖ Presentation.

❖ Reporting and drafting.

❖ Facilitation and training.

❖ Leadership & teamwork.

❖ Monitoring & Evaluation.

❖ Human Resource Mang:

PROFESSIONAL SUMMARY

Mr. Ayaz has successfully completed Master in Public Administration (HRM). He has 9 years' Experience in International and National NGOs that are Sindh Education Foundation, Plan International, Creative Associates, International, International Rescue Committee and others in the areas of Education, Literacy, Teaching, Educational Management, Student Assessment, Research, Examination, Student Affairs, in various districts of Pakistan on different positions i-e Assistant Director, Monitoring and evaluation officer, Trainer, Field Supervisor, Project Coordinator, Consultant, Team leader & Senior Officer.

CAREER SUMMARY

- ❖ **Assistant Director Program & Planning:** in Sindh Education Foundation Govt. of Sindh. ✕
- ❖ **Monitoring and Evaluation Officer:** in Plan International, CA, IRC, APDF & SRSP.
- ❖ **School Support Associate:** in Creative Associates International
- ❖ **Field Supervisor:** in International Rescue Committee.
- ❖ **Trainer:** in Institute of Rural Management.
- ❖ **CFS Facilitator:** Society for the Protection of the Rights of Child.
- ❖ **Researcher and Supervisor:** VTT, Semiotics, Apex, SPARC, PILDAT, RWF, AiD Global.

ACADEMIC RECORD PROFILE

Sr	Degree	Institution/University	Grade/CGPA	Year
1	Bachelor in Education	Allama Iqbal Open University	Grade B	2019
2	Master in Public Administration	University of Sindh Jamshoro	3.67 CGPA	2013
3	Bachelor in Commerce	University of Sindh Jamshoro	2 nd Division	2011
4	H.S.c	B.I.S.E Hyderabad	Grade B	2008
5	S.S.c	B.I.S.E Hyderabad	Grade B	2006
6	DIT	Trade Testing Board Karachi	Grade B	2009

KEY ACHIEVEMENT

1. Planning, Directing, monitoring Policing the educational management of SEF assisted Schools.
2. Managing the portfolio of SEF Programs, Adult and Adolescent Program, Sindh School Education Scholarship Program, Peoples School Program, Foundation assisted Schools.
3. Planned organized and implemented & Monitored five projects and supported all program activities successfully.
4. Planned Program activities of 131 Schools portfolio and implementation the compliances of partners and look after the school affairs accordingly.
5. Provided technical support and supervision on efficient and effective implementation of assigned projects as per work plans, Project document and project budgets.
6. Manage project teams to ensure delivery of agreed deliverables as per standards.
7. Conducted face to face trainings & Trained 300 teachers on educational projects in Pakistan Reading Project.
8. Designed and Developed Management Information System, Database management, Monitoring framework and adequate 30 project tools and activities tools in IRC.
9. Conducted 12 Research studies & data collection through PAPI/CAPI & data Analysis.
10. Facilitated in professional development activities in the Concern Schools that include face-to-face trainings, follow-ups and rolled out of Teacher Inquiry Group activities.
11. Conducted monitoring and support visit of schools for to checked enumeration, assessment, examination and tests of students.
12. Ensuring the administrative matters of office and provide support services to programs.
13. Prepared the proposals, Weekly, monthly and annually progress reports.
14. Managed the compliant redress cycle, student, teachers and community affairs.

- ❖ MIS Office (Full)
- ❖ Internet Browsing
- ❖ Operating Systems
- ❖ MIS Systems
- ❖ Database management
- ❖ Online data collection tool development

REFERENCES

Will be furnished on Demand

PROFESSIONAL EXPERIENCE

Designation	Assistant Director Program & Planning (Education)	Tenure:	Feb 2022 to continue.
Organization	Sindh Education Foundation, Govt of Sindh.		
Location	Hyderabad		

Designation	Senior Officer Program & Planning (Education)	Tenure:	April-2018 to Feb 2022
Organization	Sindh Education Foundation		
Location	Karachi Head Office		

Designation	Monitoring and Evaluation Officer	Tenure	Nov-2017 to April 2018.
Organization	Indus Resource Centre	Project	Child Protection
Location:	Dadu	Funded by:	Save the Children

Designation	Monitoring and Evaluation Officer	Tenure	July-2016 to Nov 2017
Organization	Plan International	Project	UN-Maternal and Child Stunting Reduction Program
Location:	Ghotki	Funded by:	UNICEF

Designation	Monitoring & Evaluation Assistant	Tenure	May 2015 – July 2016
Organization	Creative Associates International	Project	Pakistan Reading Project (Education)
Location:	Shaheed Benazir Abad	Funded by:	USAID

Designation	Field Supervisor	Tenure	April-May 2015
Organization	International Rescue Committee	Project	Early Grade Reading Assessment (Pakistan Reading Assessment)
Location:	Shaheed Benazir Abad	Funded by:	USAID

Designation	Monitoring and Evaluation Officer	Tenure	Feb 2014 to Jan 2015
Organization	Azad Participatory and Development Foundation APDF	Project	Adult Literacy Program
Location:	Hyderabad	Funded by:	CSSP

Designation	Trainer	Tenure	Jan-Feb 2012
Organization	Institute of Rural Management	Project	Disaster Risk Reduction (DRR)
Location:	Dadu	Funded by:	UNDP

Designation	Monitoring and Evaluation Officer	Tenure	Oct 2011 Dec 2011
Organization	Sindh Rural Support Program SRSP	Project	Community Based Management and Acute Malnutrition
Location:	Tando Muhammad Khan	Funded by:	UNICEF and WFP

RESEARCH EXPERIENCE

Designation	Field Researcher and Assessment Officer Supervisor	Tenure	Aug 2013 to April 2015
Organization	Conducted various Research Studies, Surveys with different consultancies i-e OPM, VTT, Semiotics, RWF, AiD Global, PILDAT, IRC Int, SPARC, MDC, Apex.		
Location:	Various Districts of Pakistan		

ATTENDED TRAININGS (OFF THE JOB)

Topic	Day (s)	Organizer	Location
Monitoring and Evaluation	03 Days	Institute of Rural Management	Hyderabad
Capacity building Program	1 year	Civil Society Support Program	Hyderabad
Participatory Course Democracy and Human Development	4 Months	Centre for Human Rights Education	Lahore
Training on Proposal Writing	06 Days	Civil Society Support Program	Hyderabad
Training of Trainers	06 Days	Civil Society Support Program	Hyderabad
Training of Facilitators	05 Days	School of Leadership	Karachi
Communication and Presentation Skills	02 Days	Strengthen Youth Development Program	Jamshoro
Student Affairs Career Counselling	01 Day	Strengthen Youth Development Program	Hyderabad

ATTENDED TRAININGS (ON THE JOB)

Training Topic	Day (s)	Organizer	Location
Research Tools for School Survey	1 year	Management Development Centre	Hyderabad
Child Rights, Protection and UNCRC	4 Months	Society for the Protection of the Rights of Child	Hyderabad
Early Grade Reading Assessment (EGRA)	06 Days	International Rescue Committee	Karachi
Pakistan reading project (Reading Components)	07 Days	Creative Associates International	Hyderabad
Role of Child Protection Unit	02 Days	Indus Resource Centre	Khairpur
Training of Teachers	02 Days	Agha Khan Network	Hyderabad
Student Assessment, Examination and Testing	10 Days	Oxford Policy Management	Karachi.

CONDUCTED TRAININGS

Training Topic	Day (s)	Organizer	Location	No. of Trainings
Active Citizens	04 Days	School of Leadership, SEWA Trust and British Council	Mirpurkhas & Larkana	03
Staff training on Visual impairment and student analysis	01 day	Creative Associates International	SBA	01
Training of teachers	03 days	Creative Associates International	SBA	02
WASH in Schools	04 Days	Creative Associates International	Naushero Feroz	05

SEEMA ADIL

seemafaizan13@gmail.com

0331-2556035

Career Objective:

An organized professional with proven teaching, guidance, and counselling skills. Possess a strong track record in improving test scores, resolving problems and conflicts effectively. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

Personal Profile:

Confident, Proactive, Result-oriented, Comprehensively Communicating and able to deal with the maximum load of work in a challenging environment

Qualification:

- M.S in Biosciences from SZABIST (GPA 3.3)2022
- B.Ed. from Allama Iqbal Open University.....2020
- M.Sc. in Bio-Chemistry from Karachi University.....2012
- B.Sc. in Bio-Chemistry from Karachi University.....2010
- Intermediate (pre-medical) from Intermediate Board.....2008
- Matric (Science) from Board of Education Karachi.....2006

Academic Researches:

- Determination of frequency of rare blood groups in Thalassemic patients of Karachi.
- Exploring strategic competence to deal with special students among school teachers.

Teaching Experience:

The City School (N.N.B.C)
www.thecityschool.edu.pk
Teacher

2012 to 2019

National Academy of Young Scientist Pakistan

www.nays.com.pk

Team Member

2013 to 2019

Beacon Light Academy (IGCSE)

www.beaconlightacademy.edu.pk

Teacher

2009 to 2012

Professional Qualification:

- Successfully completed PSGN module from British Council Teachers Training and Development Program.
- Successfully Completed Post Graduate Teachers Training Course on "Experiential Learning"-2015
- Done INSET to update 2020 vision "HANDS-ON" learning approached organized by THE CITY SCHOOL.
- Done training of SBITT (School based International teachers training)Phase 1-3
- Successfully cleared APTIS International Advanced English Proficiency Test (British Council)-2017

Clinical Lab Experience:

Patel Hospital

www.patelhospital.com

Trainee Technologist - Diagnostic Laboratory

July 2010

Trainee - Pharmacy Department

July 2012

Responsibilities:

Collection, Analysis and reporting including overall activities required for Hematology, Blood Bank, Biochemistry, Microbiology, Pathology and ELISA department.

Workshops:

- Attended workshop on topic Bio-chemical technique enzyme linked immune sorbent assay "ELISA" organized by KU.
- Participated in workshop on the topic "Tools Used in Bio-Medical Research" organized by ICCBS, University of Karachi.
- Attended work shop on "Medical and Technology" organized by National Academy of Young Scientist (NAYS) at University of Karachi.
- Organizer committee member of Bio-Con 2012 workshops "Post-Genomic Era" at ICCBS. H.E.J University of Karachi.
- Attended several workshops on "importance of research in modern era, assessment for learning, differentiated learning technique and plenary session".
- Attended workshop on "ELISA "organized by Patel Hospital.
- Attended symposium on "Exploring Biochemistry Molecular Innovation" at ICCBS, HEJ University of Karachi.

Achievements:

- Certificate of Recognition for "helping to open up the world of learning" by Founder International Kangaroo Science Contest.....2017
- Certificate of Recognition for "helping to open up the world of learning" by Founder International Kangaroo Science Contest.....2016
- Participated as a Guest Speaker on "EDUCATE, HELP AND HEALTH" by Department of Sports and Youth Affairs, organized by Government of Sindh.....2014.

- Received Certificate as a “Valuable member of the System” by The City School.....2012.
- Participated as a speaker on topic “I OWN PAKISTAN” at Marriott Hotel, Karachi.
- Received Certificate of Participation on “Self-Motivation and Development” held at Movenpick Hotel.....2017
- Won best team award organized by Beacon House School interschool competition.....2013
- Ability to organize “Science fair” and prepare students for “International Science Competitions”.

Organizational Skills:

- Advised and supported members of staff in formulation, planning assessment, resource allocation and lesson modeling.
- Maintaining up-to-date subject knowledge, researching new topic areas, resources, and teaching method.
- Can work efficiently on MS word, Power Point, Excel, Google Docs, SPSS.
- Employing a broad range of instructional techniques to retain student interest and maximize individual learning within a group environment.
- Utilizing computer resources like Internet, Smart Class to promote interactive learning.
- Excellent Communication and Interpersonal skills.
- Helping to prepare students for the future workforce by introducing new technology and encouraging interactive group-work and problem solving.

Personal Skills:

- Effective classroom management
- Time management
- Technological savvy
- Interpersonal skills.
- Creativity

Personal Information:

- Husband's Name: M. Faizan Khan
- Marital Status: Married
- Date of birth: 13-09-1990
- Nationality: Pakistani
- Religion: Islam

Languages:

- English
- Urdu

Interests:

- Reading
- Research writing
- Academic writing
- Article writing
- Travelling

Reference:

Will be provided on request.