|  |  |
| --- | --- |
| **Name of Personnel** | **Isma Sana** |
| **Nationality** | **Pakistani** |
| **Designation** |  |
| **Language Proficiency** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking**  | **Reading**  | **Writing**  |
| **English**  | Excellent  | Excellent | Excellent |
| **Urdu**  | Excellent | Excellent | Excellent |

 |
| **Education/****Qualification** | MSc. in Development Practice on Australia Awards (Australian Government Scholarship), from The University of Queensland, Australia, July 2013 (Specialization in Community Development with Research in Analyzing the role of community capacities for Community Development and Resilience Building in the wake of natural disasters in Queensland, Australia)* Distinction in courses of Development Planning, Community Development Method and Analysis, and Frame-working for Community Development

MSc. in Environmental Sciences, Fatima Jinnah Women University, Rawalpindi Pakistan |
| **Summary** | She has a professional experience with over 15 years in Programme Development and Management, Resource Mobilization and Business Development, Advocacy and Campaigning for the Development and Humanitarian projects with INGOs and NGOs. She has led the portfolios of Programme Development and Management as a team lead with leading INGOs and NGOs of the country. She is well versed and equipped with the skills of developing Concept notes, Proposals, Project Management, Strategizing Campaigns for Advocacy and Influencing, developing Monitoring and Evaluation Frameworks, Work plans, Report Writing, Research, and Case Studies as per the donor templates and compliance guidelines particularly for GAC, EU, UKAID and USAID on human rights, gender equality and social inclusion (GESI), social justice and ending inequality and poverty. She is a master trainer for Oxfam’s *Feminist Principles* and possesses considerable understanding and working knowledge of using feminist lens in Programme Designing and Management.She holds excellent understanding and working exposure of the legislative framework on Protection of Women against Violence and mechanisms of Essential Support Services available in Pakistan for ending gender-based violence (GBV) and Child Early and Forced Marriage. She earned post graduate degrees in Development Practice from The University of Queensland, Australia and Environmental Sciences from Pakistan. She is an alumnus of Australia Awards and an active member of Women in Leadership Network (WIL) of the Australia Awards. She aspires to continue career in development sector. She is keen to learn about the contemporary issues around rights of marginal communities (women, youth, minorities and differently abled persons) in socio, political and economic domains and contribute to programming for eliminating inequalities and promoting social justice. |
| Professional Memberships |
| * An alumnus of Australia Awards and a member of Women in leadership Network. The Australia Awards Women in Leadership Network in Pakistan is part of a wider network of Australia Awards alumnae in South and West Asia who are committed to maintain linkages with Australia and actively promote and support the empowerment of women (March 2018 till present)
* Professional member of International Association of Community Development (IACD), UK since 2012. IACD is a global network of community development associations, practitioners and activists who are committed to the issues of social change. It is a non-profit, non-governmental organisation with members worldwide. Worked with IACD as a Country Representative of Pakistan on an assignment for mapping of Community Development (CD) Support NGOs and university offering CD courses in the country (2015)
* Professional member of Community Development Society (CDS), USA since 2015. CDS is an international network of CD practitioners, activists and institutions and provides leadership to its members for social change.
* Professional member of International Association for Public Participation (IAP2), Australasia since November 2013.
 |
| Employment Record/ Experience  |
|

|  |  |  |
| --- | --- | --- |
| **Year** | **Employer** | **Experience** |
| April 2019 till March 2022 | Creating Spaces, Gender Justice Pillar, Oxfam GB | Manager |
| January 2018 – June 2019 | Effective Citizenship and Responsive Governance - Governance and Economic Justice Pillar, Oxfam GB | Manager |
| July – Dec 2017 | Programme Development and Management, Strengthening Participatory Organization | Programme Manager |
| October 2013 – June 2017 | Senior Program Specialist, Capacity Building, Strengthening Participatory Organisation  | Senior Program Specialist |
| November 2012 – July 2013 | UniQuest Pty Limited, Australia  | Welfare Officer (Part Time with Post graduation) |
| June 2011 – January, 2012 | Program Management, Trainings and Gender, Strengthening Participatory Organization  | Program Specialist |
| November 2010 – June 2011 | Emergency and Humanitarian Projects, Strengthening Participatory Organization  | Coordinator |
| June 2008 – June 2010 | LEAD Pakistan, Islamabad  | Coordinator (Trainings) |
| March 2007 - June 2008 | Pakistan Wetlands Programme (PWP), WWF Pakistan  | Coordinator (Fundraising and Financial Sustainability) |
| April 2006 - March 2007 | Clean Drinking Water Programme (CDWP), Government of Pakistan (April 2006 - March 2007) | Deputy Project Manager |
| October 2004 – September 2005 | LEAD Pakistan  | Program Officer (Trainings) |
| January 2003 – October 2004 | LEAD Pakistan  | Program Assistant |

Work Experience**Creating Spaces, Gender Justice Pillar, Oxfam GB****April 2019 till March 2022****Manager**The project Creating Spaces (CS), aims to reduce Violence against Women and Girls (VAWG) and Child Early and Forced Marriages (CEFM) by actively engaging and supporting community actors to promote positive gender norms and by supporting women and girls who have experienced violence as part of its three project pillars. This multi country project is funded by Global Affairs Canada and managed by Oxfam Canada. The portfolio comprises of the following responsibilities:* Provide strategic leadership and direction to the project and ensure that targets and objectives are achieved in line with programme proposal and donor compliance guidelines.
* Provide technical backstopping in developing strategies for the advocacy and functioning by the Commissions on the Status of Women related to their vision and mission on women rights and justice.
* Lead Oxfam’s s Global ENOUGH Campaign on Ending Violence Against Women and Girls in Pakistan and ensure linkages and synergies of the national initiatives with OI ENOUGH campaign to make the national initiatives relevant and impactful.
* Foster essential partnerships with government’s functional services and mechanisms for women protection, promoting advocacy, research and influencing on legislative framework around VAWG and Child Early and Forced Marriages in Pakistan.
* Ensure effective communication between partners, Oxfam and stakeholders; coordinate the activities of the programme and to manage the team; Ensure that the activities are planned and implemented as agreed among the partners
* Support the research, advocacy and campaigning components of the project, including through outreach to (national and international) stakeholders
* Recruit, induct, mentor, line manage, and provide capacity development to project staff and teams with partners.
* Support the project team to effectively plan, implement, monitor and evaluate their work, as well as undertake field visits to project sites; facilitate peer to peer learning and review meetings; steer baseline, mid term and end line evaluation of the project.
* Take final responsibility for timely and quality submission of project annual plans and reports;
* Oversee the Project budget, liaising directly with finance staff at country and partner affiliate.
* Promote project and its work on VAWG, CEFM and positive gender norms among donors, government officials, academia and civil society for scale up and partnerships
* Identify opportunities and resources to upscale the project and be involved in the development of new proposals for donor funding;
* Support Gender Justice Pillar in leading gender sensitive programming, research and publications.
* Provide timely support to country and GJ Pillar team by contributing in the development of Country and partnership strategies and country annual operational plans, representation of Oxfam at relevant internal and external platforms when needed.
* Represent the Gender Justice Pillar work at national, regional and international platforms in the absence of the GJ Pillar lead.

**Effective Citizenship and Responsive Governance, Governance and Economic Justice Pillar, Oxfam GB****January 2018 – June 2019****Manager**Oxfam has long experience of working on local governance and effective citizenship in Pakistan. Recently, Oxfam won a European Commission’s Funded project that aims to strengthen the Local Governments and Civil Society Organizations (CSOs) to ensure the active and meaningful participation of citizens in the decision-making process especially women and other marginalized groups. This project contributed to the improved local governance, accountability and development process at local, sub-national and national levels in Pakistan. The prime role of the Manager was to provide strategic leadership and direction and ensure smooth and effective delivery of the project. Ensure the programme quality and donor compliance; provide high quality support to Oxfam program team and to the partner organizations in implementing and monitoring of the project, while enhancing programmatic synergies and coherence between the different initiatives under Oxfam’s governance programme.Main responsibilities included:* Leading project activities to ensure effective management and delivery of the project activities and results;
* Coordination and liaision with relevant country teams in Oxfam, implementation partners and other key stakeholders;
* Preparation and supervision of work plans, budget spending plans, communication plans, Procurement plans and partner capacity building, monitoring and MEAL plans.
* Managing partner relationships in the light of Oxfam's partnership approaches and donor compliance guidelines.
* Timely preparation of project related documents with quality control of all project requirements, ensure timely production and submission of narrative and financial reports;
* Providing advice and guidance to the project team to ensure efficient and effective functioning of the project teams and use of resources;
* Facilitating donor coordination and project review meetings by preparing background documents, briefs, policy papers, and progress reports for consultation and the project meetings;
* Identify and synthesize the best practices and lessons learned for project scale up and sustainability;
* Partnering with key government departments to ensure smooth and timely project implementation;
* Develop value-based relationship with donor to mobilize resources for the continuity and scaling up of project results;
* Developing and managing strong research and influencing agenda that will support the programme, campaigns and advocacy; facilitate peer to peer learning and review exercises among project teams at Oxfam and partners,
* Steering consultancies, baseline, midterm and end-line evaluation of the project in line with the donor guidelines;
* Supporting knowledge management initiatives to strengthen the design and delivery of communications and knowledge management activities;
* Regular coordination with the communications, projects/programme teams for disseminating research, publications to various stakeholders and target audience in the form of surveys, case studies or research reports;
* As part of an integrated team, contribute towards planning and writing concept notes/proposals to ensure the financial sustainability of the organization;
* Represents Oxfam at the relevant national and international forums and meetings.

**Programme Development and Management, Strengthening Participatory Organization****July – Dec 2017****Programme Manager**Under this designation managed program and business development of the entire organization with a team of members at the SPO nine National and provincial offices. The thematic areas of the project design and planning include promoting democratic governance, access to justice, peace and social harmony, humanitarian assistance (in case of natural disasters and climate change) with the cross-cutting themes of human rights, gender and environment. The programme development and management unit has been able to promote and implement multi - million dollars’ projects for the organization over the past years and brought financial sustainability to the organization with all its 09 offices at national and provincial levels. The portfolio comprises of responsibilities of:* Designing of procedures and policies specifically for the Program Development of the organization;
* Liaison and coordination with provincial offices of SPO for programme development, implementation and management; review contracts, facilitate organizational capacity assessments;
* Assertive on the inclusion of marginal groups particularly women, religious/ ethnic minorities and persons with disabilities into the social development projects and devise strategies for their inclusion
* Follow up with field teams on the projects LFAs and provide technical backstopping for smooth implementation of the project targets, milestones and deliverables
* Developing of implementation work plans and monitor their implementation along with field teams
* Developing budgets of the projects and monitor budget variance during the management of the projects
* Maintaining and liasioning with donors on modalities for partnership and keep them updated on the implementation and any challenges towards the implementation of the projects
* Frequent field visits to the project sites for monitoring of implementation and technical backstopping to the projects teams
* Developing donor reports and guide teams on report writing for the projects
* Recruiting relevant staff for the unit; donor mapping and relationship building
* Exploring new business opportunities by writing EOIs, concept notes and proposals
* Developing of sectoral/thematic profiles of Program
* Meetings and presentations to potential donors for programme development
* Exploring international opportunities through EU, UKAID, USAID, Embassies, High Commissions and aid offices through foundations and ambassador funds for program development.

**Capacity Building, Strengthening Participatory Organization****October 2013 – June 2017****Senior Program Specialist**Under this designation steered both the program development and capacity building units with a team of few members at the National Centre. The portfolio comprise of responsibilities of designing of procedures and policies for both these units; recruit relevant staff for the units; donor mapping and relationship building; Explore new business opportunities by writing EOIs, concept notes and proposals; Development of sectoral/thematic profiles of Program; Liaison and coordination with provincial offices of SPO for business development; review contracts, facilitate organizational capacity assessments; do visits, meetings and presentations to potential donors for business development; Explore international opportunities through EU, UKAID, USAID, Embassies, High Commissions and aid offices through foundations and ambassador funds for program development. The thematic areas of the project design and planning include promoting good governance, social justice, peace and social harmony, humanitarian assistance (in case of natural disasters and climate change) with the cross cutting themes of human rights, gender and environment. The program development unit has been able to promote multi million dollars’ business for the organization over the past years. A few prominent proposals developed and won from the multilateral and bilateral donors were:* Promoting Rule of Law, Accountable Justice Programme Pakistan funded by DFID
* Access to fair, legitimate and effective justice system in Pakistan, funded by Netherlands, Ministry of Foreign Affairs
* CSOs contribution to governance in Pakistan, funded by European Union
* Policy Advocacy and Research to Strengthen Implementation of Pro-Women Legislation and GBV Response Services in Sindh, funded by Trocaire
* Community Mobilization for increasing enrolment in schools of Districts Bahawalpur & Bahawalnagar, funded by DFID through Adam Smith International
* Training for Pakistan for professionals of Ministry of Law Justice & Human Rights, funded by USAID
* National Coordinator for Bar Council/ Association Engagement, funded by Gender Equity Program of USAID
* Enhancing Opportunities for Youth’s livelihood and Employment in Garment Sector through social and community mobilization in Karachi, funded by UNDP

The capacity building unit is responsible for providing technical assistance to projects and regional offices of SPO in designing and implementation training and capacity building sessions. The technical assistance includes:* Designing and implementing training and capacity building activities under Aawaz Voice and Accountability Program, funded by DFID
* Developing training manuals and resource kits for capacity building and training projects as per the need of the target audience
* Developing training manuals and designing trainings for humanitarian and emergency projects
* Reviewing training manuals and resource kits developed by field teams for quality control.

**UniQuest Pty Limited, Australia****November 2012 – July 2013****Welfare Officer-(Part Time with Post graduation)**UniQuest Pty Ltd is owned by The University of Queensland, Brisbane. Associated with UniQuest, was responsible for facilitating the training team in conducting international development courses for mid-career professionals from around the developing countries. During job facilitated several courses for mid-career professionals from Indonesia, Malaysia, Africa and Pakistan. The course on Pro-Poor Market Development in Rural Areas of Pakistan was facilitated by helping participants getting oriented with the Australian culture, language and interaction with the training team and general population.**Program Management, Trainings and Gender, Strengthening Participatory Organization****June 2011 – January, 2012****Program Specialist**As a Program Specialist at National Centre, was responsible for technical assistance in trainings and capacity building of SPO’s national and regional office; program management of special projects and mainstreaming gender into the work of the organization. During job developed and managed training projects like organizational capacity building of women CBOs (those CBOs having women as core staff); developed community engagement strategy for women empowerment; facilitated advocacy campaign of 16 days of activism; mentored training manuals on community-based disaster risk reduction for DRR projects.**Strengthening Participatory Organization****November 2010 – June 2011****Coordinator (Emergency and Humanitarian Projects)**As a Coordinator in National Centre, was responsible for planning, coordination, implementation, monitoring and evaluation of the Emergency and Disaster Relief projects implemented by SPO. During job prepared project proposals and initiated donor funding; Coordinated with donors and partners for contractual arrangements of the projects; Coordinated with donors and partners ensuring smooth implementation of the activities; supervised field teams and provided technical support for execution of activities; prepared and submitted monthly and end of projects narrative reports to the donors; prepared project implementation plans for regular monitoring and developed progress reports of the field operations; monitored field activities for trouble shooting; prepared monitoring reports and them with the management and project field staff for assuring the quality and transparency in the execution of projects deliverables; represented the organization at various national conferences, forums and seminars.**LEAD Pakistan, Islamabad****June 2008 – June 2010****Coordinator (Trainings)**As a Coordinator, was responsible for planning, coordination, implementation, monitoring and evaluation of the training programs conducted by LEAD Pakistan for mid-career professionals. During job managed LEAD Pakistan’s flagship Leadership Development Program (LDP) and Management Development Programs (MDP); coordinated the selection of associates/ participants of LDP Cohorts 13, 14 and 15; managed LDP’s social network of Fellows and Associates; coordinated and facilitated numerous international, regional and national trainings under LDP; coordinated MDP and the donor funded customized trainings on the broad themes of leadership, environment, sustainable development, climate change, gender mainstreaming, disaster management, skills trainings for IDPs and grassroots communities; coordinated internet - based/ Distance Learning Courses; facilitated tone setting/ opening and evaluation sessions of the trainings; facilitated training sessions on gender mainstreaming for disaster management as one of the trainer; prepared annual training calendars for marketing of courses; prepared and implemented annual and activity wise budgets for the trainings; developed trainers manuals, participants manuals, case studies, group works and other training material essentially required for the delivery of quality trainings; coordinated and facilitated field/ exposure visits for the trainings; identified and then hired appropriate resource persons, faculty and consultants for the training courses; prepared and supervised Training Need Assessments (TNAs); ensured the quality control throughout the training cycle; prepared training reports and supervised Young Professional Officers (YPOs) and interns in the training unit.**Pakistan Wetlands Programme (PWP), WWF Pakistan****March 2007 - June 2008** **Coordinator (Fundraising and Financial Sustainability)**The Pakistan Wetlands Programme of WWF was designed to meet the obligations of biodiversity conservation defined under the Ramsar Convention. The programme aimed to promote the conservation of the country’s freshwater and coastal wetlands and their associated biodiversity by creating a positive, enabling national environment for wetlands conservation. As a coordinator, was responsible for coordinating and extending technical support to the programme by introducing sustainable interventions of fundraising among the various activities introduced by the Programme; assisted the National Programme Manager in planning of fundraising events for the programme; served as focal person for multilateral and bilateral donors; developed and updated donors matrix for the Programme; brought corporate sponsorships for activities and outputs; facilitated sponsorship from Pakistan State Oil (PSO) for tagging endangered species of marine turtles in the coastal areas of Gwadar, Baluchistan; developed proposals and negotiated sponsorship with the corporate partners; coordinated with national and regional program staff for identifying priority areas for fundraising and sustainability issues; managed marketing of the training courses offered by the capacity building section.**Clean Drinking Water Programme (CDWP), Government of Pakistan****April 2006 - March 2007****Deputy Project Manager**The program installed water filtration plants at union council level across Pakistan. As a deputy project manager, was responsible for coordination of the Programme activities and their smooth implementation; Developed concept notes for the sustainability of the project; monitored and evaluated data of filtration plants received from field staff; prepared and submitted weekly and monthly progress reports to the concerned ministries and institutions; served as focal person for the submission of monthly progress reports to the Prime Minister’s Secretariat; responded on the directives of Prime Minister and President regarding programme status throughout the country.**LEAD Pakistan****October 2004 – September 2005****Program Officer (Trainings)**As a Program Officer, was responsible for planning, implementation, monitoring and evaluation of the training programs conducted by LEAD Pakistan; Developed concept notes with proposed budgets for Environmental Management Services (EMS) unit of the organization; coordinated Leadership Development Program (LDP) as a focal Person; coordinated and conducted the selection process for the new class of LEAD Associates for the year 2004 – 2006; critically reviewed a few Environmental Impact Assessments (EIA), Initial Environmental Examination (IEE) and Social Assessment (SA) reports of various development projects for a response from the civil society and an institution conducting research and trainings on the themes of Environment and Sustainable Development; Coordinated and liaised with clients and resource persons, internal staff for conducting off the shelf and customized training projects of EMS; developed training material including training modules through extensive research; wrote research based case studies for use as training material and research in the organization; served as a focal person for the monthly newsletter ‘Making the Difference’; developed progress reports and served as a backup in the absence of Program Manager.**LEAD Pakistan****January 2003 – October 2004****Program Assistant**As a Program Assistant, participated in developing, designing and arranging training modules, case studies, field visits, training folders required for delivery of trainings under Leadership Development Program (LDP) and Management Development Program (MDP); maintained liaison externally with the resource persons/ trainers for training delivery and internally with communications for publications and Admin for logistical support required for smooth delivery of training events; maintained records of MDP trainings; prepared training evaluation reports and extended support to the other program units of the organization on need basis.Consultancies**Élan Partners(Pvt. Ltd), Islamabad****November 2005 – April 2006****Socio – Economic Consultant**As a Socio-Economic Expert with Élan Partners did a social survey for the assessment study on Secondary Transmission and Grids Up gradation Project - Distribution Rehabilitation/ Energy Loss Reduction, funded by The World Bank. The project extended throughout the country along with a few areas in Azad Jammu and Kashmir (AJK). During the consultancy conducted country wide surveys for the need assessment for new grid stations, enhancement of existing transmission lines in the project areas; conducted public consultations for analysing the social and economic impacts of the project on the livelihoods of the communities residing in the project areas; prepared report on the apprehensions of the stakeholders and gave recommendations for the mitigation of any adverse social impacts likely to emerge on the health, livelihoods and property of the stakeholders especially the poor and marginalized communities; participated in the public hearing session of the project.Other Trainings* Participated in an international conference titled “Community is the Answer” organized by International Association for Community Development (IACD), June 2014, Glasgow, Scotland, UK.
* Attended an accredited Participatory Project Management (PPM) course of TORQAID, July 2012, Melbourne, Australia.
* Attended UNEP’s Asia - Pacific Leadership Programme on Environment for Sustainable Development 2008, September 2008, Shanghai, China. The participation was on UNEP’s Scholarship.
* Attended Leadership for Environment and Development (LEAD) International’s Training of Trainers, November 2008, Mexico City, Mexico
* Participated in LEAD International Training on Mega cities and Climate Change, November 2008, Mexico City, Mexico
* Attended workshop on Research and Communication Skills, by USAID – Information, Research and Communication (IRC), May 2010, Islamabad.
* Participated in various workshops on Training of Trainers organized by British Council, LEAD Pakistan and NGO Resource Centre. Methodologies for Module Development, Effective Presentations and communications were taught in these workshops.

**Role as a Trainer:*** Facilitated trainings of Women Protection Officers on Women Protection System under Punjab Protection of Women Against Violence (PPWAV) Act 2016. These trainings were held in Jan – March 2022 in collaboration with Punjab Women Protection Authority. As a lead of the project from Oxfam, I contributed in the development of training module and training methodology as well.
* Facilitated the entire training programme of Oxfam’s Feminist Principles for its implementing partners, stakeholders and community alliances (Sep 2021 – March 2022).
* Conducted trainings for district civil society public forums on “Jamhuriat Aangan say Aiwan Tak,” under Aawaz Voice and Accountability Programme of DFID, May 2015, Khushab, Mianwali and Gujranwala.
* Served as trainer for a two-day workshop on Disaster Risk Reduction (DRR) for the Community based Organisations of 2010 Flood affected areas, January 2011 in Muzaffargarh, South Punjab.
* Organized a three-day Regional Workshop for South Asian Journalists on “Sharing our Resources: A Vision for Addressing Cross Border Water Scarcity Caused by Climate Change,” March 2010, Islamabad. The issue of water scarcity across borders (India and Pakistan) was the main focus of the workshop.
* Facilitated series of LEAD Pakistan’s Trainings on “Gender Mainstreaming into Disaster Management” as a trainer. These trainings were delivered in February 2009 for the grassroots communities (both Male and Female) of remote areas in Northern Pakistan. The objective of these trainings was to streamline the role of gender specifically women in Preparedness, Management and Prevention while facing natural and human induced disasters.
* Facilitated a skills module on communication titled “Getting Your Message Across.” This module was a part of LEAD International Training Session of Cohort 13, being held in Mexico City, Mexico, November 2008. The overall theme of the International Training Session was “Mega Cities and Climate Change.”

PublicationsI have written articles, case studies and project updates which were later published in the monthly newsletters and used in communication material of LEAD Pakistan, Pakistan Wetlands Programme and Strengthening Participatory Organization.**At Oxfam:*** Development of Resource Directories for Essential Support Services for the protection of Women and girls in Pakistan. These resources are available at:
* Sindh Directory: <https://oxfam.box.com/s/l22tj5k7036mzrua06z85jyx8nqgj24o>
* Punjab Directory: <https://oxfam.box.com/s/l0wqg6psoutua3uz7r1lhozmm348q6la>
* Case studies underpinning stories of courage, strength and resilience of women leaders engaged through different projects of Oxfam.
* A gap analysis report of Essential Support Services for the protection of women and girls in Pakistan.

Volunteer Work* Being sensitive for the marginalized communities of society especially working children conducted a survey of Baithak Schools in Rawalpindi on voluntary basis and suggested some extra curriculum activities focusing on environmental awareness to the management of the schools. Helped the teachers identify their training needs for further professional growth.
* Helped 2010 flood victims as volunteer and raised funds for the provision of medicines in the medical camps in the flood affected areas of the country.
* As an alumnus of Australia Awards, provide mentorship to young women and girls seeking opportunities to study on international Scholarships.

Computer SkillsFluent in the use of MS Office, MS Outlook, Internet and E – mail |

|  |  |
| --- | --- |
| **Name of Personnel** | **Rukhsana Baloch** |
| **Nationality** | **Pakistani** |
| **Designation** | **Programme Officer – UN Women** |
| **Language Proficiency** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking**  | **Reading**  | **Writing**  |
| **English**  | Good | Excellent | Excellent |
| **Urdu**  | Good | Excellent | Excellent |
| **Pashto, Balochi** | Good | Good | Good |
| **Brahvi** | Excellent | Excellent | Excellent |

 |
| **Education/****Qualification** | HR Management and Financial Accounting - Virtual University Lahore, Pakistan **(Feb-2012 to August-2012)**Masters in Gender Development Studies - University of Balochistan, Quetta **(Apr-2009 to Mar 2010)** |
| **Summary** | She has almost 12 years of working experience in development sector including UN system UN Women, UNWFP and INGOs in different programs/ projects which support women and children's wellbeing, health as well as integration with nutrition-sensitive activities. She has been appointed as Assistant Director (Gender & Publicity) in Women Development Department, Govt. of Balochistan since 2017 dealing various programs such as, gender equality and women empowerment including implementation of policies, plans & projects related to women empowerment. She possesses strong coordination with national & international organizations & UN agencies working on women empowerment and safeguarding women rights to take their opinion to facilitate policy decisions.In addition to this, she is leading different development projects such as “Women Internship Program for Graduate Girls”, “Helpline service (1089) for women who are victims of gender based violence” and all PSDP schemes of WDD, Women Development Sector Plan and Gender Mainstreaming in Balochistan. Furthermore, she has also been nominated as a Gender focal person for implementation of Balochistan Gender Equality and Women Empowerment Policy (2020-24)” |
| Key Qualifications |
| * **Gender core concepts**
* **Gender Equality and Women Empowerment**
* **Gender Based Violence (GBV)**
* **International Commitments i.e. CEDAW**
* **Pro-Women Laws in Balochistan.**
 |
| Employment Record/ Experience  |
|

|  |  |  |
| --- | --- | --- |
| **Year** | **Employer** | **Experience** |
| 7-July-2022 up to date | UN Women - Gender Responsive infrastructure Rule of Law Balochistan and Gender Master Trainer for Justice Sector | Technical Expert and Focal person |
| 07-Nov-2021 to 30 June 2022 | UN Women - Women Economic Empowerment and Gender Master Trainer for Justice Sector | Programme Officer and Focal Person |
| 01-Dec-2017 to 07-Nov-2021 | Directorate of Women Development Department, Government of Balochistan | Assistant Director (Gender and Publicity) |
| 02-June-2014 to 30-Nov-2017 | UNWFP - Quetta, UN Pakistan | Monitoring Assistant CUM Gender and Protection Focal Person |
| 1-Jan-2013 to May-2014 | CHAL Foundation Rehabilitation Centre, Quetta | Assistant Manager |
| 01-Oct-2009 to 31-Jan-2013 | ICRC (International Committee of the Red Cross) | Administrative Assistant |
| Dec-2008 to May-2009 | ICRC (International Committee of the Red Cross) | Radio Operator |
| 01-Mar-2005 to 31-Dec-2006 | Bright Star Development Society - Balochistan | Programme Monitoring Assistant |

|  |
| --- |
| **Certificates/Achievements** |
| “OUTSTANDING” Annual Performance Rating by UNWFP M&E Associate |
| “Letter of appreciation – 2012” from Head of Provincial Office, ICRC |
| “Very Good” Annual Performance Rating by ICRC |

Work Experience**UN Women - Gender Responsive infrastructure Rule of Law Balochistan and Gender Master Trainer for Justice Sector****7-July-2022 up to date****Technical Expert and Focal person*** Conduct meetings with relevant officers of the concerned departments and other key stakeholders/ experts.
* Conduct in-depth interviews with relevant stakeholders including officers from Balochistan Police, Levies Force, Prison, Bar councils, Balochistan Judicial Academy and Balochistan High Court, Home Department, and experts from civil society to understand the salient points for conducting gender responsive infrastructure analysis of the structures
* Conduct field visits to all police/levies stations, Prison, Bar councils, Balochistan Judicial Academy and Balochistan High Court in the Rule of Law Programme select districts (Quetta, Loralai, Lasbela, Naseerabad, Khuzdar) and district courts in all the Police/Levies training schools/academies in Balochistan and analyse their existing infrastructure against the ethics of safety, gender needs and supportiveness for the women and persons with disabilities and marginalized groups (elderly people, disabilities, juveniles, transgender, and minorities).
* Based on findings from the field develop draft analytical report for Balochistan and share it with government stakeholders, UN Partners and UN Women to get their feedback.

**UN Women - Women Economic Empowerment and Gender Master Trainer for Justice Sector****07-Nov-2021 to 30 June 2022****Programme Officer and Focal Person*** Provide technical assistance to BRSP the Implementing Partner in relation to the implementation of the MPTF project on capacity building and skills training of HBWs, including monitoring, reporting and evaluation.
* Provide progress reports in preparation of quarterly and annual reports on the projects implementation to feed into the Women Economic Empowerment (WEE).
* Provide technical support to Government Department in strategic planning including drafting guidelines and policies in relation WEE.
* Support undertaking of baseline surveys jointly with FAO on the impact of the pandemic on livelihoods and food security.
* Provide guidance on timely implementation of the activities to be carried out through systematic monitoring of activities at all levels and take corrective actions where required.
* Contribute to the process of report preparation and lessons learned on women's economic empowerment and contribute to UN Women's knowledge management efforts and identify and communicate best practices in consultation with M&E focal person.
* Provide technical support to UN Women Sub-Office Quetta as Gender Expert in Rule of law Project funded by EU.
* Work with UN Women teams to identify and disseminate lessons learnt and good practices,
* Perform other related duties as requested by the supervisor.

**Directorate of Women Development Department, Government of Balochistan** **01-Dec-2017 to 07-Nov-2021****Assistant Director (Gender and Publicity)*** Initiated & prepared different Project proposals, Concepts notes for Public Sector Development Programme for empowerment of women i.e. Women Business Incubation Centers, Women Bazar, Working Women Hostels for single and family, Women Internship Programme and One-stop Facility (for the protection and empowerment of women);
* Communicating & Coordinating with Planning Development Department and Communication Works Department for the implementation of project and actualizing the project spirit;
* Assistance in reviewing plans projects to make those meaningful and beneficial for women;
* Reviewed and provided the technical inputs for the revision of Gender Equality and Women Empowerment Policy re-aligned with Sustainable Development Goals (SDGs)
* Provide advice in policy dialogue with government, UN System and other strategic partners on economic issues related to women and girls and achievement of the SDGs –
* Studied and analyzed women rights situation in the province of Balochistan including implementation of policies, federal & provincial laws already implemented in other provinces on the protection of women according to Balochistan perspective;
* Provided assistance for formulation of Gender Equality and Women Empowerment Policy (2020-24) and other legal documents;
* Nominated as Gender focal person for women economic empowerment council and Provincial Committee for Convention on the Elimination of All Kinds of Discrimination against Women (CEDAW) which has been re-notified in order to ensure women’s access to justice;
* Nominated as focal person for National Gender Data Portal being implementing by National Commission on the Status of Women with support of UN-WOMEN;
* Building of synergies with line department to make sectoral policies, plans and laws, gender awareness and sensitization;
* Build strong coordination with NGOs, INGOs and UN Agencies working on women empowerment and safeguarding women rights to take their opinion to facilitate policy decisions;
* Undertaking advisory services and technical support to the Government of Balochistan on issues related to women economic empowerment and macro-economic policies for the empowerment of women and advancing the SDGs agenda in Balochistan;
* Actively engaged in revising the Standard Operating Procedure (SOPs) of the Crises Centers and Shelter Homes operating under the auspices of Women Development Department so as not only to harmonize them with the Essential Service Package (ESP) and the essence of the SDGs but also to incorporate best practices from the SOPs adopted by the sister provinces and make them victim-centric;
* Attended meetings, consultation workshops and support and provided inputs to the SDGs Unit at P&D Department in order to facilitate the integration of the 2030 Agenda and the SDGs into provincial development systems;
* Conducted and reporting of consultation meetings, briefing sessions, trainings, seminars, workshops on Women Economic Empowerment Council, Convention on the Elimination of all kinds of discrimination against Women (CEDAW), Annual Women Economic Empowerment Conferences, Gender Equality and Women Empowerment Policy (2020-24), the implementation of pro-women laws i.e. The Balochistan Domestic Violence (Prevention & Protection) Act 2014 and Balochistan Protection Against Harassment of Women at the Workplace Act, 2016.
* Conducted awareness raising sensitization workshops on Gender sensitive issues, gender discrimination, if and when appropriate and communication with stakeholders at the provincial and district levels (women associations and cooperatives, governmental authorities, sector specialists, NGOs and other development partners).
* Coordinate and review the activities proposed by the provincial sector specialists.
* Collect analyze variety of women friendly data, statistics, and gender segregated data as well as technical inputs on data gathered by bureaus for reporting purposes and policies and plans of Government for the uplift of women uplift of women, especially the rural women, through economic empowerment.
* Collect testimonials and success stories from supported project female beneficiaries.
* Perform other duties as required.

**UNWFP - Quetta, UN Pakistan****02-June-2014 to 30-Nov-2017****Monitoring Assistant CUM Gender and Protection Focal Person*** Regular monitoring of Nutrition, Livelihood/FFA (Cash Transfer Programming/Cash Based Transfer – CBT) and DRR/CBDRM activities in the province with collaboration of Provincial Nutrition Cell, Balochistan.
* Conducted process monitoring, identifying potential problems, supporting overall programming process, utilizing corporate M&E products.
* Supervised the efficient distribution of food items at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed and provide feedback to the WFP Officers and others on the distribution.
* Reports on the effectiveness of WFP activities, constraints and present recommendations for improvement to be shared with higher management at WFP Provincial office and Country office on monthly, quarterly & yearly basis;
* Compilation & uploading of issues in issues tracking module of WFP M&E system & proper follow-up by concerned activity focal;
* Formulate monthly monitoring plans for each activity (e.g. Nutrition, Food Assistance/Livelihood, DRM etc.) for frequent and regular field monitoring visits to all program locations, and carry out the Plan Vs. Actual review at the end of each month;
* Prepared variety of M&E reports, statistical information and info graphics for Provincial and Country office.
* Conduct/facilitate project orientations, on-the-job trainings for Cooperating Partner (CP) staff as well as WFP field programme staff of Nutrition, Livelihood/FFA (Cash Transfer Programming/Cash Based Transfer – CBT) and DRR/CBDRM.
* Assisted Senior Programme (M&E) Associate for the development of various M&E tools, systems & templates, being used throughout the province by different partners.
* Assisted Senior Programme (M&E) Associate for Beneficiary Feedback Desk/Compliance while ensuring that beneficiary feedback is adequately captured, addressed, analyzed and used by program team.
* Additionally, served as Provincial Gender & Protection Focal person
* Provincial gender & protection focal person, represent UNWFP and participate in relevant fora, conferences and trainings aimed at strengthening public and policy advocacy such as implementation planning meeting for Balochistan Gender Policy etc.
* Undertake and/or support orientations. training programs and capacity strengthening to UNWFP staff and cooperating partners on gender awareness, gender analysis, gender in the programme management cycle, gender-based violence, protection from sexual exploitation and abuse (PSEA) and other related areas;
* Provide support for gender & protection advocacy and campaigns, such as the 16 Days of Activism Against Gender-Based Violence;
* Ensure protection & gender issues can be captured through programme activity checklists and the Beneficiary Feedback mechanism and responded to appropriately and Facilitate protection & gender analyses in programmes
* Provide assistance in data collection, compiling lessons learned, analysis and reporting processes to support knowledge sharing on Protection & gender

**CHAL Foundation Rehabilitation Centre, Quetta****1-Jan-2013 to May-2014****Assistant Manager*** Assisting Manager in day-to-day activities related to the project and responsible for the all administration such as recruitment, procurement, accounting and reporting
* Providing support to Manager CFRC, Quetta, in documentation, reporting, correspondences, maintaining communication in and outside the organization, and maintaining data/information for the project.
* Preparing and submitting regular progress reports to the Manager regarding status of implementation of project activities.
* Managing the all financial matters, accounting, procedures, banking matters, cash request, and bank transfers.
* Assisting in monitoring the project budget and preparation of financial statements
* Handling of general cash management
* Controlling invoices prior to payment and ensuring that they are accompanied by the needed supporting documents
* Ensure particularly that all procurement documents are appropriately filed with meticulous attention to administrative, technical and commercial procedures
* Maintaining of HR files, Conflict Management, Payroll and Salaries, Holiday Planner
* Organizing, managing and supervising various meetings, Trainings, Seminars & Workshops including venues, facilities, and document preparation, catering and security clearances.

**ICRC (International Committee of the Red Cross)****01-Oct-2009 to 31-Jan-2013****Administrative Assistant*** Assuming the responsibility of the Admin department with limited supervision, ensured that the department remained functional
* Organizing meeting whenever required, handed over 2 offices, 2 residences and 1 warehouse premises and closed the HR files.
* Supervising the maintenance of premises.
* Maintaining and follow up inventory of office and residence.
* Participating and contributing to the security analysis
* Playing crucial role in the cohesion of the staff during difficult times
* Managing the all financial matters, accounting, procedures, banking matters, cash request, bank transfers and EoBI Payments.
* Handling of general cash management
* Controlling invoices prior to payment and ensuring that they are accompanied by the needed supporting documents
* Maintaining of HR files, Conflict Management, Payroll and Salaries, Holiday Planner
* Participating in the recruitment process of national staff
* Participating in the appraising system
* Explaining the training policy and submits applicants for training sessions.
* Managing the medical bills of employees before reimbursement.
* Using of HR Software Arizona
* Maintaining contacts with external interlocutors.
* Supervising the Welcome department, Chancellery department and Reception of the Sub-Delegation.
* Organising, managing and supervising various Trainings, Seminars, meetings
* Supervise (train, control, monitor, plan) the activities of the premises team in the delegation.

**ICRC (International Committee of the Red Cross) INGO****Dec-2008 to May-2009****Radio Operator*** To follow up telecommunication transmission activities
* To ensure radio contacts & permanent field follow-up according to internal guidelines
* To ensure information flow on security-related issues proactively
* To transmit a permanent update of field movements
* To assist the Radio Room regarding VHF/Hand Set & Base Station
* Documentations of all movements inside/outside the city

**Bright Star Development Society – Balochistan****01-Mar-2005 to 31-Dec-2006****Programme Monitoring Assistant*** Supporting the M&E Officer in creating a framework and procedures for the monitoring and evaluation of project activities
* Supporting to M&E Officer in order to identify the gaps & highlight before management
* Preparing the Field Visits, reports & discussing the activities and comparing the activities inputs with outputs and impact as outcome
* Performing the regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data
* Reviewing and analyzing weekly reports with the M&E Officer to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
* Supporting to M&E Officer in data compiling and organizing the field visit following the work plan
* Assisting Program staff and the M&E Officer in clarifying project information needs

Trainings* Currently enrolled in 7 week training on “Rapid Gender Analysis 2022” by Care International Organization.
* Training of Trainers (ToT) on “Preventing from Sexual Exploitation and Abuse (PSEA)” at conference hall of UNRCP Islamabad on 13-15 June 2022
* Successfully completed certificate in High Performance Leadership Skills and team management held from February 18, 2019, to December 20, 2019, at IBA Karachi
* Two-Days Training on Gender Mainstreaming in Disaster Management Contingency Planning held from 23-24 January 2019 in Quetta by National Institute of Disaster Management
* Successfully completed certificate in Monitoring & Evaluation for Governance and Policy Projects with P&D Department held from December 17, 2018, to December 22, 2018, at IBA Karachi
* 3-days training of trainers (ToT) on Prevention of Stunting within Primary Health Care System from WFP (World Food Program) in 2017 Serena Hotel, Quetta
* Child Cantered Disaster Assessment & Comprehensive School Safety from Asian Disaster Preparedness Center (ADPC) in 2016 Serena Hotel, Quetta, Pakistan
* Refresher training on CMAM (Community Based Management of Acute Malnutrition) from WFP (World Food Program) in 2015 Serena Hotel, Quetta
* Time Management Workshop from WFP (World Food Program) in 2014 Quetta, Pakistan
* Result Based Management (RBM) & Strategic Results Framework (SRF) from WFP (World Food Program) in 2014 Bhurban, Pakistan
* Gender Sensitization, Project Cycle Management & Financial Management from SPO (Strengthening Participatory Organization) in 2014 Quetta, Pakistan
* Self-Awareness in Building Effective Interpersonal skills from IMS Knowledge International management solutions in 2014 Quetta, Pakistan

Skills* MS Office
* Internet
* Arizona
* Lotus Notes
 |

|  |  |
| --- | --- |
| **Name of Personnel** | **Rabeea Hadi** |
| **Nationality** | **Pakistani** |
| **Designation** |  |
| **Language Proficiency** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking**  | **Reading**  | **Writing**  |
| **English**  | Good | Fair | Good |
| **Urdu**  | Fair | Fair | Fair |
| **Pashto** | Fair | Good | Excellent |
| **Dari** | Good | Good | Excellent |

 |
| **Education/****Qualification** | * **PH.D** (Completed Course Work) - University of Peshawar, Department of Social work **(2000 - 2004)**
* **M.A** Social Work - University of Peshawar, Department of Social work **(1998 - 2000)**
* **B.SC** Home Economics (Honours) - University of Peshawar, College of Home Economics **(1993 - 1997)**
 |
| **Summary** | She is a sociologist with more than 17 years of experience in human services, policy advocacy and research in working with community serving organizations, international development agencies, governments and communities for human rights. Throughout her professional career she has remained extensively involved in developing and managing programmes focused on gender base violence (GBV), violence against women (VAW) survivors, disaster risk reduction and capacity development of NGOs, INGOs and government officials. Her professional expertise includes research for gender analysis, proposal writing, capacity building training, manual development, advocacy strategies, drafted engagement plan. She has worked in multicultural environment (America, Nepal, Thailand, India and Turkey) conducted more than 30 research projects and designed 10 curriculums for institution for university and facilitated 10 strategic and operational planning processes. She managed project funding of more than US$ 5 million and ensured more than 80% annual spending. She facilitated more than 100 group discussions and organized around 200 events with guest speakers and researchers.She also drafted more than 15 government policy documents and led policy advocacy process for approval engaging more than 700 governments, non-government and funding partners.  |
| Membership of Professional Bodies |
| * Co-chair, Women’s Committee Asia Pacific, International Trade Union Confederation (ICFTU)
* Co-chair, Women’s Committee SAARC Region, ICFTU
* Co-chair, Ending Violence against Women and Girls (EVAW-G), Islamabad Chapter, Pakistan
* Member, Working Committee on CEDAW (Convention on the Elimination of All Forms of Discrimination against Women), Ministry of Human Rights, Pakistan
 |
| Employment Record/ Experience  |
|

|  |  |  |
| --- | --- | --- |
| **Year** | **Employer** | **Experience** |
| June 2020 – November 2020 | GIZ TVET Project for the Inclusion of Gender Strategies and Impart Training to Teachers | Consultant |
| January 2017 – till October 2019 | PALLADIUM | Consultant (Gender & Social Inclusion) |
| June 2014 – December 2017 | Aurat Foundation  | Director (Advocacy and EVAW) |
| September 2008- May 2014 | Aurat Foundation | Manager ( Capacity Building and Challenging GBV project) |
| September 2008- December 2010 | Fatima Jinnah University, National Institute of Cultural Studies and Allama Iqbal Open University | Visiting Faculty |
| November 2003- March 2008 | Department of Social Work and Gender Studies, University of Peshawar  | Lecturer |
| Feb 2002-September 2003 | International Rescue Committee Pakistan - Afghanistan border Based Camps. Peshawar  | Psycho-social Counselor |

Work Experience**GIZ TVET Project for the Inclusion of Gender Strategies and Impart Training to Teachers****June 2020 – November 2020****Consultant*** Conducted consultative meetings with Advisor In-Charge and officers to develop a gender awareness and inclusive training concept and implementation
* Developed training concept, material and method in line with BMZ & GIZ gender strategies
* Advised on developing and incorporating gender strategies and mechanisms in the select participating TVET institutions in the trainings
* Drafted a final report on the basis of the consultations and identified strengths and challenges
* Submitted recommendations to mainstream and institutionalize gender approach in the participating TVET institutes

**PALLADIUM****January 2017 – October 2019****Consultant (Gender and Social Inclusion)** * As Adviser provided technical guidance on GESI perspectives in and across the Project results seeking to ensure that GESI is mainstreamed. This was included developing strategies, guidelines and tools to ensure that gender equality and diversity issues are appropriately analyzed, identified and addressed, proposed interventions for child nutrition, women health and awareness of focused girls and women on menstrual hygiene in the focused communities.
* Supported efforts within the Technical Advisor Team in order to assess the institutional capacity within the individual Provincial Assemblies to engage in more inclusive development and perform (or follow up on any pre-existing) inclusion gap analysis to help foster more attention on inclusive development approaches with a purview of ensuring implementation of Human Rights in Pakistan as stated in the constitution.
* Developed manuals on maternal and child health and women reproductive health guidelines and manuals for training of lady health workers, government staff and partners, designed strategies for addressing gender issues in all project work by ensuring the inclusion and advancing of women rights and broader social inclusion themes in all aspects of the Projects operations and engagement at the Provincial level.
* In collaboration with the Provincial Coordinators undertake gender analysis in light of UNDHR at the Provincial level to identify specific challenges and to build upon the work already undertaken by the Aurat Foundation, provided support to all Project Technical Advisory Team members gain a better understanding and appreciation of the importance of gender and social inclusion themes, upholding Human Rights of the citizens of Pakistan to support efforts to build on strengths and consolidate and address the gaps for constructive interventions.
* Advised and supported within the Consortium about gender and social inclusion and Human Rights themes including topics such pro poor planning, the links to the SDGs and how Province-specific challenges identified during the Inception phase analytic work can be addressed from a programmatic perspective, support broader efforts within the Project to strengthen Provincial Assembly capacities, building partnerships, promoting innovations, and the realization of human rights and promoting gender equity and equality in collaboration with the individual Provincial Coordinators.
* Work closely with the Project Research, Monitoring & Evaluation (RME) Adviser to ensured that gender dimensions are demonstrably reflected in the Projects M&E system and thus be able to monitor the progress on women’s rights across all Project interventions in support of the Projects broader objectives seek to build strong networks and alliances with likeminded stakeholders to strengthen and deepen awareness about gender and social inclusion themes at the Provincial level.
* Supported the TAT in the work with the media/visibility context to raise public awareness about gender and social inclusion themes specifically at the Provincial level.
* Quality assurance of all biannual reports submitted to the European Union to ensure that gender and social inclusion aspects are reflected.
* Conducted sessions for Parliamentarians and assembly staff on Gender and social inclusion and develop strategies to strengthen all Five Women Parliamentary Caucuses.

**Aurat Foundation****June 2014 – December 2017****Director Advocacy and EVAW*** Developed National Policy Framework on Violence against Women and also facilitated Ministry of Law, Justice and Human Rights on framing national policy of human rights, disability and drafting Personal Laws for minorities.
* Planning and managing regional, national and international advocacy events and conferences; coordinating AF’s regional advocacy and communication teams operating in all four provinces and also with strategic partners inside Pakistan and International partnerships.
* Overseeing implementation of National, regional and international policies and strategies and enhancing professional communication and advocacy skills within the organization and among government, non-governmental and private-sector partners.
* Reviewing gender related policies, outputs and activities of AF programmes, training of staff and community groups on gender sensitive work environment, gender mainstreaming and legislation related to women’s rights.
* Led AAWAZ National Forum, and also to act as advisor of AF Challenging GBV Programme with the Trocaire on Intuitional Strengthening of Police, Judiciary, Ministry of Human Rights, Ministry of Interior, Women Commissions and Women Parliamentary Caucus.
* Working with Women Parliamentary Caucus to strengthen their capacity for addressing human rights and gender issues through legislation, trainings and capacity building of the parliamentarians and the committee staff on the issue of human rights, working closely with the electoral reforms committee to bring electoral reforms in the light of international electoral standards, working closely with Human Rights Committees to take affirmative action’s on human rights situation in Pakistan with focus on gender issues and child rights and to effectively implement the international commitments, and working with treaty implementation cell to develop the reports on the treaties.

**Aurat Foundation****September 2008 - May 2014****Manager (Capacity Building and Challenging GBV project)*** Coordinated with Local Government representatives, parliamentarians on providing trainings, data, and information, as required for putting women on the legislature’s agenda.
* Conducted capacity building workshops on CEDAW & women political participation and other gender issues.
* Conducted TNAs for AF staff and responsible for planning designing and evaluation of training workshops for the staff and as well as AF Partner Organizations. Monitored the project progress, keeping up to date with any discussions, debates, policies, bills passed or moved by national & Provincial Assemblies etc.
* Monitored the project progress at National and Provincial level, keeping up to date with research tools, and quarterly reports from regional offices. Lobbying with relevant stakeholders, especially parliamentarians and Ministry of Women’s Development to mainstream and ensure the presence of women’s issues on all agendas
* Coordinating with parliamentarians on providing trainings, data, and information, as required for putting women on the legislature’s agenda.
* Conceptualize ,Organize and Conduct capacity building trainings with parliamentarians and other relevant stakeholders
* Coordinated with civil society on projects, cases and issues
* Conducted capacity building workshops/trainings with various stakeholders on issues related to women
* Editor of PDM-VAW research studies, on women’s social issues.
* Co-coordinating and working with other on-going projects, specifically the Violence against Women project CEDAW Shadow report, Women Learning Partnership, WE CAN alliance.
* Provided socio-legal support to any victims/survivors of violence and facilitate meetings with lawyers, management committee of women crisis center.
* Writing, reviewing and editing project reports published on a quarterly and yearly basis
* Writing concept papers and proposals

**Fatima Jinnah University, National Institute of Cultural Studies and Allama Iqbal Open University****September 2008 - December 2010****Visiting Faculty*** Teaching, manual designing, conduct gender trainings and workshops.
* Vast experience in conducting field researches with special focus on women and children health safety, occupational and other social issues.
* Dealt with project finance, budgeting, proposal writing, and official correspondence with concerned departments.
* Reviewed and analyzed of national and provincial government policies, laws and projects for assessment of gender equality and gaps.
* Gender analysis of curriculum.

**Department of Social Work and Gender Studies, University of Peshawar** **November 2003 - March 2008****Lecturer*** Teaching, manual designing, conduct gender trainings and workshops.
* Vast experience in conducting field researches with special focus on women and children health safety, occupational and other social issues.
* Dealing with project finance, budgeting, proposal writing, and official correspondence with concerned departments.
* Review and analysis of national and provincial government policies, laws and projects for assessment of gender equality and gaps.
* Gender analysis of curriculum.

**International Rescue Committee Pakistan - Afghanistan border Based Camps. Peshawar** **Feb 2002 - September 2003****Psycho-social Counselor*** To provide psycho social/trauma counseling for refuge women reside near Pak Afghan Border based camps and identifying physically Abused and victims of sexually violence Afghan refuge women in the camps and referred their cases to UNHCR or IRC protection unit. Represent IRC in all Gender based violence Cluster meetings. Also conduct training for NGOs staff on gender, Human Rights issues and counseling and programming issues.

Researches and Publications**Editor:** Kari Nehin Shahed Aurtain: a tribute to martyred women killed on the name of ‘honor’ (December 2008)**The Annual Report** on situation of Violence Against women in Pakistan: collection and compilation of statistics on incidents of violence against women (August 2009)**Editor & Researcher**: Evaluation Study of Punjab Safe Motherhood Initiative Project in District Chakwal (December 2009)**Principal Researcher:** The Curse of Dowry in Pakistan (December 2009) **Principal Researcher:** Assessment study on Child Trafficking in Pir Wadhai-Rawalpindi (2009)**Report** on South Asian Regional Consultation on National Policy for Home based workers (October 2008)**Manual** on Gender Sensitization for BADP /Musalihate-e- Anjuman Gender Justice Program**Manual** on Gender Mainstreaming and Analysis for BADP (Phase I, II) (2005-2006)**Manual** on Research Methodologies for Pakistan Institute for Community Ophthalmology (PICO) (2006)**Annual Report** on Situation of Violence against Women in Pakistan-2013 & 14.**Gender Action Manifesto Policy Paper** ‘Publication Series “Strategizing Women’s Political Representation in Pakistan” 2017**Gender Profiling and analysis** of two districts of KPK, 2017. (By UN-Women/WPC KP) was part of a one-year partnership between United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and the Swiss Development Corporation (SDC) to enhance the capacity of the Women Parliamentary Caucus (WPC) of Khyber Pakhtunkhwa (KP) to integrate a gender perspective in new provincial laws and policies and review of existing legislation. The assignment aimed to provide:1. A baseline of respective district to measure progress against indicators on four components of KP’s empowerment policy which includes women participation and role in social, economic, political domains and access to justice and public spaces.
2. A basis for undertaking corrective measures (acts, laws, policies etc.) by the parliamentarians in particular in integrating gender aspect and the government of Khyber Pakhtunkhwa/ civil society in general.
* Mapping and Capacity Assessment of Different Social Services of GBV in KP, 2018” was 88 Days long consultancy assignment. The Khyber Pakhtunkhwa Commission on Status of Women (KP CSW) in collaboration with UNFPA supported this assignment  to build capacity of its district committees to monitor and implement legislative frameworks, promote women and girls sexual and reproductive health and rights, generate data for evidence based programming to support integration of GBV prevention and response as a multi-sectoral responsibility. The major deliverables included establishment of coordination and referral mechanism to improve access to services for victims & survivors of gender-based violence. A research study was conducted to map and document the existing social services for prevention & response to GBV, assess referral pathways and contribute to the establishment of referral mechanism to improve GBV survivors’ access to services.
* Conducted gender analysis of GIZ’s local Governance program LOGO II in Pakistan with a particular focus on Khyber Pakhtukwa and Punjab, 2020 . The purpose of the assignment was to support the program team in designing a gender sensitive program through a detailed analysis of the local governance systems in the target provinces. I also reviewed the result matrix of the program and suggested to revise key results along with relevant indicators and targets that could help them to assess the impact of program on women.
* Design & Conduct Gender awareness session for TVET GIZ supported Shana Bashana project. Reviewd exsisting structures of TVET &NAVTEC and draft recommendations how to fill in gender gap in the sector.

IEC Material**Women Learning Partnership (WLP)*** Translated Leading to Choices: A Multimedia Curriculum for Leadership Learning in Urdu. This curriculum is consisted of three separate handbooks namely: 1- Effective Advocacy, 2- Effective Facilitation & 3- Effective Communication.
* Developed training manual for youth: Yes I Can. This training manual related to teen leadership is the first publication of young women’s learning partnership initiative. The manual focuses on the transformative leadership capacities of girls and boys and helps workshop participants develop collective solutions.

**Aurat Foundation (AF)*** Developed and designed Criminal Justice System Handbook for Judiciary and Police
* Community Handbook on Pro-women Laws
* Developed AF Advocacy and Gender Strategy

**Pakistan Workers Federation (PWF)** * Compiled and produced five hand books for PWF on labor laws and policies.
* Booklet Women Local Government representatives

**Women Parliamentary Caucuses KP& ICT:*** Designed programs for study circle and knowledge sharing sessions on Pro- Women Laws, Electoral Reforms, VAW&G budget and oversight for Women Parliamentary Caucus (WPC) at national and provincial level and lobbied with them for different Pro-women laws.
* Prepared references and position papers besides extending support in terms of drafting briefs on different issues and themes whenever needed.

Trainings Conducted**National*** Strengthening CEDAW Application: 3 trainings of FATA secretariat and Ministry of Human Rights and CSO staff
* Using Participatory Approaches and Community Mobilization; 20 trainings of different CSOs and CBOs
* Gender and Human Rights; More than 20 trainings with different professionals including government officials, communities (men women and youth) and NGO staff
* Institutional Development and Gender and Human Rights; More than 100 CBOs, 40 NGOs and 50 youth groups
* Gender Based Violence; Around 100 trainings with different professionals including government officials, communities (men, women and youth) and NGO staff
* International Treaties including UDHR, CEDAW and UNCRC; 25 trainings with lawyers and police and social welfare department and Judiciary.
* Gender Issues at Workplace including sexual harassment; More than 30 trainings of professionals from public and private sector
* Self -growth Workshops with young women and GBV victims; 20 Self growth trainings of rural and urban young women’s groups
* Gender Sensitization Trainings; Around 50 trainings with community activists, government officials and NGO staff
* Disaster Risk Reduction trainings conducted for 25 PDMA and FATA secretariat staff in Peshawar.

International Trainings Post-Qualification Training courses/Learning activities - Certified* Partnership “Beirut GToT of Women Learning” Global Training pool in October 2015 (4days)
* Women Learning Partnership on “Regional Training of Trainers” held in Turkey August 2014 (4 days)
* ITC-ILO/Actrav/Training Workshop held in Bangkok for “Promoting Freedom of association & Decent work” August 2012 (4 days)
* “Global Training of Trainers on Women Leadership & Political Participation” Women Learning Partnership Istanbul, Turkey held in June 2012 (6 days)
* Partners for Law in Development South Asia Regional Five days ToT on “Strengthening CEDAW Application” held in Kathmandu, Nepal (4 days)
* Partners for Law in Development South Asia Regional Five days ToT on Follow –up on “Strengthening CEDAW Application” New Delhi, India
* Women empowerment and combating Violence against women at Washington DC, Seattle, Arkansas, New York,United States (7 days)

International Conferences Attended* Participated in 57th UN CSW Session, United Nations, New York, Feb-March 2013
* Participated in 58th UN CSW Session, United Nations, New York, March 2014; also spoke as panelist in NGO parallel event
* Participated in 59th UN CSW Session, United Nations, New York, March 2015; also spoke as panelist in NGO parallel event
* Participated in 60th UN CSW Session, United Nations, New York, March 2016; also spoke as panelist in NGO parallel event
* Participated in Tripartite ILO Technical Meeting, Geneva, July 2016, on the access of refugees and other forcibly displaced persons
* Participated in 16th ILO Asia-Pacific Regional Meeting, Bali, Indonesia, December 2016, on issues of migrant workers

Skills**Computer Proficiency*** Microsoft Word
* Excel
* PowerPoint
 |

|  |
| --- |
| Proposed Position : -- |
| Family name: Tayyab First names: MohammadNationality: PakistaniPlace of Residence: Islamabad, PakistanEducation:

|  |  |
| --- | --- |
| Institution (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
| Institute of Business and Management Sciences, Agriculture University, Peshawar 2007-2008 | Master of Business Administration (HR) |
| Department of Environmental Sciences, University of Peshawar1997-98 | M.Sc. Environmental Planning & Management |
| Grenoble Graduate School of Business, Grenoble, France2013-2014 | Diploma in Management Consulting (DMC) |

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| English | 1 | 1 | 1 |
| Urdu | 1 | 1 | 1 |
| Punjabi | 1 | 1 | 1 |
| Pashto | 2 | 1 | 3 |
| Dari / Persian | 3 | 2 | 3 |
| Sindhi | 4 | 3 | 3 |
| Arabic | 3 | 5 | 3 |

Membership of professional bodies: Member-Board of Directors, Felix Inurrategi Baltistan Foundation (FIBF)Member-Advisory Board, Khwendo Kor (Sisters Home), a Non-Profit organization working for women in PakistanOther skills: (e.g. Computer literacy, etc.) Ms Office (Word, PowerPoint, Excel, SPSS, ODK)Present position: Director – Consulting, CHIP Training and Consulting (Pvt.) Ltd.Years within the firm: 14 yearsKey Expert Areas: Programme/Project Development and ManagementPlanning, Monitoring & Evaluation and Learning; Organizational and Institutional DevelopmentHumanitarian ResponseLivelihood and Food SecurityDisaster Risk ManagementMr. Muhammad Tayyab holds a Master’s degree in Environmental Planning and Management. He also holds Masters in Business Administration (HR) and a Diploma in Management Consulting from Grenoble Graduate School of Business (GGSB), France.P-MEAL: His expert areas are leading, designing and operating PM&E processes, evaluating impacts of programs and projects, specifically in humanitarian contexts, and synthesizing lessons and empowering institutions with knowledge management culture. He has undertaken M&E processes in numerous developmental and humanitarian contexts, evaluated number of projects in Pakistan and Afghanistan, led TPMs and lesson learning exercises. Having planned and evaluated diverse projects in Pakistan and Afghanistan in humanitarian context, the thematic areas include emergency response, food security, livelihood, WASH and other associated areas. Capacity Building: He has led the planning of large scale capacity building projects which included capacity assessments, designing capacity development material, delivering training as well as large-scale (cascade) training management. His capacity building experience includes targeted conceptual and executive level trainings (for small groups) and also designing of large scale groups across the country (as many as 180,000+ participants).Project management: In addition, he has managed large scale complex projects in all parts of Pakistan as well as projects that are rooted in multi countries (Pakistan, Afghanistan, China). He has also rich experience of formulating and managing medium to long-term development programme and partnerships, engaging Government agencies, NGOs and other stakeholders in development cooperation and programme integration.Sectors: His sectors of experience include food security, livelihood, natural resource management and governance and organizational development. Specific experience in the region:

|  |  |
| --- | --- |
| Country | Date from - Date to |
| Pakistan | 2000-date |
| Afghanistan | 2010-112009-102008-09 |
| China | 2018-19 |
| MENA (Jordan, Iraq, Syria, Gaza) | 2020-21 |

 |

Specific Experience

| Date from - Date to | Location | Company / Client name  | Position | Description | Reference |
| --- | --- | --- | --- | --- | --- |
| Oct 2020-Nov 2022 | Pakistan | Client: Asian Development BankProject: Enabling Women’s Access to Higher-Skilled and Non-traditional Occupations in the Energy Sector in Pakistan” | Team Leader | As a team leader, I am responsible for overall performance with a team of 8 key and non key experts, including following key tasks;assessing the existing skills of both men and women staff working in selected DISCOs; help increase women’s employability in the energy sector based on the capacity building program and the internship program; conduct a series of training on gender sensitivity, leadership skills, gender-related policies and laws, specialized technical skills; and inspirational and motivational seminars for male and female staff; create or strengthen collaboration between Utility Companies and professional energy networks to promote knowledge and experience sharing that could help influence the policy environment.  | Ms. Uzma Altaf,National Implementation Consultant, Asian Development Bank, Pakistan. E: ualtaf.consultant@adb.org |
| Nov 2020-Apr 2021 | Remote working for Syria, Jordan, Gaza, Iraq and Pakistan | Diakonie KatestrophenHilfe | Consultant-Food Security and Livelihood Strategy | The assignment was to develop Livelihood Programme Strategy and its associated Country Strategies for Syria, Iraq, Gaza and Pakistan. Undertook analysis of current emergency situation and food security andlivelihood opportunities for vulnerable and crisis-affected population with identification of potential sectors and markets for engagement for income and employment. A gradual improvement path for vulnerable livelihoods to become more sustainable was devised as part of strategy. The assignment also included development of “Country Livelihood Programme Strategy” for 4 countries as well as guiding handbook, toolkit and MEAL framework.  | Ms. Saima Nazish,Programme Advisor-Livelihood, Diakonie KatastrophenHilfe, Amman, Jordan.E: saima.nazish@diakonie-katastrophenhilfe.org |
| December, 2018 – March 2019 | Sindh  | Client: IBF International  | Country Team Leader (M&E) | Name of assignment or project & Location: Mid-Term Review Of Sindh Union Council and Community Economic Strengthening Support (Success) In Eight Districts of Sindh Province, Pakistan – SindhCarried out an impact assessment and sustainability review of EU funded SUCCESS Project operated in eight Districts of Sindh. The core areas of the survey which CTC is covering are socioeconomic progress, namely income generation grants (IGG), community investment fund (CIF), community infrastructure (CI), vocational training (TVET), and micro-health insurance (MHI). | Darko Stanojevic Project Manager E: stanojevic@ibf.be |
| Jan 2019 – May 2019 | Pakistan | Client: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), GmbHApt. G04, GIZ Heights, Diplomatic Enclave, Islamabad, Pakistan  | Organizational Development Expert | Project: Conducting Training Needs Assessment & Capacity Needs Assessment of the Chief Commissionerate for Afghan Refugees (CCAR) and Its Provincial Commissionerates (CARs)Responsible for conducting assessment of current structure , organizational systems of CCAR and CARs offices,Assessing the shortcomings of CCAR and CARs offices in terms of Human resource and inter-alia needs,Assessing needs for setting up a Communication office | Judit DemjénAdviser, Refugee Management Support Programme, M: +923000459315E:judit.demjen@giz.deSkype: judit.demjen |
| 2017-18 | Pakistan | British Red Cross (BRC) | CTP Expert | Final Evaluation, Supporting Food Needs of Communities of Gilgit Balitstan (GB) Using Cash Transfer Program (CTP): Gilgit Baltistan region was badly hit by flash floods in 2016 and 17. BRC intervened by provided in kind food assistance, Electronic vouchers and through cash transfers. I undertook the final evaluation for the various disbursements to assess efficiency, effectiveness, relevance of project design and impact.  | Mr. Amin Asad,Programme Manager-Cash Transfer Programming, British Red Cross,P: +92-3339693581E: pm.ctp@prcs.org.pk |
| 2017-18 | Pakistan | British Red Cross (BRC) | CTP Expert | Final Evaluation, Supporting Food Needs of Communities of Balochistan Using Cash Transfer Program (CTP): Around 4 districts of Balochistan were badly hit by flash floods in 2016 and 17. BRC intervened by provided in kind food assistance, Electronic vouchers and through cash transfers. I undertook the final evaluation for the various disbursements to assess efficiency, effectiveness, relevance of project design and impact. | Mr. Amin Asad,Programme Manager-Cash Transfer Programming, British Red Cross,P: +92-3339693581E: pm.ctp@prcs.org.pk |
| 2013-2017 | Pakistan | Client: FAO | Evaluation Expert | Project Name: Yearly Evaluation of Farmers Marketing Collective-Balochistan Agriculture ProjectEvaluated the FMCs established under Balochistan Agriculture Project of FAO on yearly basis since 2012. The objective is to assess the proficiency of FAO interventions in strengthening the agri-businesses in terms of their management and marketing skills and outcomes. | Ahmed EssaProvincial CoordinatorFAOM:+923335383889 +923003199640E:ahmed.essa@fao.org |
| 2016 | Pakistan | Client: Leonard Cheshire Disability for USAID | Team Leader | Project Name: ‘’ External Evaluation of USAID funded project “Improved Livelihood for PWDs through Safe Grant Making in Khyber Pakhtunkhwa’’Led a team of 10 consultants and specialists in disability to evaluate the project in four districts of KP. My role included leading the team to design evaluation, collect data and report the performance of the project by LCDDP, funded by LCD.. | Claude Cheta,Advisor, Leonard Cheshire Disability, UK.E: info@leonardcheshire.orgM: +4420 3242 0200 |
| 2016 | Sindh, Pakistan | Client: Land O’Lakes | Consultant: Evaluation Expert | Final Evaluation of USDA Funded “Food for Education” Programme of Land O’Lakes: Land O’Lakes Inc. is a US based firm dealing with livestock and dairy sector and later entered in to development sector. In Pakistan, Land O’Lakes is operational since 2002. It has implemented a USDA funded project supporting girl education through take-home ration for primary level girls enrolment in Jacobabad. Final Evaluation was undertaken to evaluate the performance of the project progress, relevance, effectiveness and impact. Organization of field activities including data collection and Data analysis leading to reporting. | Awab us sibtainProject MEAL Advisor, Land O’Lakes,Pakistan.P: 03336735526 |
| 2015 | 4 districts of Sindh and KP, Pakistan | HelpAge Pakistan | Impact Assessment Specialist | Impact Assessment-Humanitarian Response to 2010 Floods in Pakistan: HelpAge is an international organization working for the Older People through providing an enabling environment and context specific services. The assignment focused on assessing the impact of humanitarian response of HelpAge in 3 districts (Shikarpur, Jacobabad and Nowshera). This also assessed the situation for older people, the livelihood scenario, major challenges and the way forward. | Syed Mieez Uddin Kakakhel,Deputy Country Director,Helpage Pakistan.P: 0345-5024458 |
| 2015 | Pakistan | Client: Trocaire | Consultant | Baseline Survey of Disaster Risk Reduction Programme in Sindh and Khyber Pakhtunkhwa Provinces of Pakistan, in districts of Badin, Sanghar, Dadu (Sindh) and district of Nowshera (KP) | Saeed Akhtar,Project Manager, DRR,Trocaire. P: +92-3004031454 |
| 2014 | 3 provinces of Afghanistan | Client: Coordination for Humanitarian Assistance (CHA), Afghanistan | Consultant-MTR | Mid Term Evaluation of Improving Capacity for Integrated Development and Livelihood (ICIDL) supported by Oxfam-Novib funded project of Coordination for Humanitarian Assistance | Dr. Mudassir Rasuli, NGO Programme Manager-M&E at CHACell: +93-700244674 |
| 2014 | Pakistan | Client: Canadian Red Cross | Consultant | Project Name: Development of Programme Sustainability FrameworkFacilitated Canadian Red Cross in developing their “Sustainability and Exit Planning” for the livelihood programmes in Pakistan | Aslam DinarzaiProgramme Coordinator, Canadian Red Cross, Islamabad.M:  |
| 2013-2014 | Pakistan | Client: UNHCR | Team Leader | Project Name: Monitoring & Evaluation of 72 RAHA Funded ProjectsLed a team of over 7 lead consultants and over 40 M&E assistants for Third Party Monitoring of 72 Projects of UNHCR under “Refugees Affected and Hosting Areas” (RAHA) in 6 districts of Balochistan. The project aimed at holding monitoring of ongoing projects, Physical verification of infrastructural projects and performance review of completed projects in remote and hard to access regions in sectors of livelihood, education, health etc. | Arbab Jalal ud Din,Programme Manager, RAHAUNHCR, Quetta.M: +923337863814 [+92722831979](https://www.google.com/search?q=UNHCR+Quetta&rlz=1C5CHFA_enPK866PK867&oq=UNHCR+Quetta&aqs=chrome..69i57.3678j0j9&sourceid=chrome&ie=UTF-8) |
| 2013-2014 | Afghanistan | Client: WHO | Lead Consultant | Project Name: Assessment of Training Needs and Capacity Building of Staff of Ministry of Public Health-Afghanistan Afghanistan is one of the three nations globally still having polio prevalence. Based on the request of Ministry of Public Health of Afghanistan, World Health Organization planned to develop capacities of staff of Ministry of Public Health in 3 provinces i.e. Uruzgan, Helmand and Qandahar. As a lead consultant, capacity needs assessment was undertaken, based on which a training manual was designed. The manual was used to train over 400 staff members of MOPH of Afghanistan. | Dr. Javed IqbalMedical Officer,WHO, Afghanistan.E:iqbalj@pak.emro.who.int  |
| 2013-14 | Pakistan | Client: Save the Children | Evaluation Expert | Project Name: MTR of ECHO funded “Pakistan Emergency Food Security Alliance (PEFSA-II)”Pakistan Emergency Food Security Alliance (PEFSA) was an alliance established by 6 international NGOs (Save the Children, Care International Pakistan, ACTED, ACF, IRC and Oxfam GB) established to provide assistance to flood affected communities in Pakistan using nutrition, cash programming and livelihood interventions. I led MTR as well as Final Evaluation for Save the Children whereby a team of around 25 enumerators and consultants were deployed to evaluate the project in 7 districts of Pakistan. | Sajjad Akram,MEAL Advisor,Save the Children, Pakistan.M: +923335464099E: Sajjadakram79@gmail.com  |
| 2013-14 | Pakistan | Client: Save the Children | Evaluation Expert | Project Name: Final Evaluation of ECHO funded “Pakistan Emergency Food Security Alliance (PEFSA-II)”Pakistan Emergency Food Security Alliance (PEFSA) was an alliance established by 6 international NGOs (Save the Children, Care International Pakistan, ACTED, ACF, IRC and Oxfam GB) established to provide assistance to flood affected communities in Pakistan using nutrition, cash programming and livelihood interventions. I led MTR as well as Final Evaluation for Save the Children whereby a team of around 25 enumerators and consultants were deployed to evaluate the project in 7 districts of Pakistan. | Sajjad Akram,MEAL Advisor,Save the Children, Pakistan.M: +923335464099E: Sajjadakram79@gmail.com  |
| 2012 | Pakistan | Client: ITAD funded by Oxfam GB | Team Leader | Project Name: Review of Programme Partnership Agreement (PPA) of Oxfam GBLed the review of Programme Partnership Agreement (PPA) of Oxfam GB (Pakistan) with DFID for ITAD Consulting of UK. This was undertaken under the MTR of PPA Fund of DFID by Coffey International. | John Rowley,Evaluation Team Lead, ITAD, UK.M: +441865428449Skype: johnqrowley |
| 2013 | 3 Provinces of Afghanistan | Client: Coordination for Humanitarian Assistance (CHA), Afghanistan | Impact Evaluation Expert | Impact Evaluation Of Emergency Assistance To Crop Production And Livestock Support In Flood Effected Areas Of Balochistan And Sindh: Evaluated an EC supported Perennial Horticulture Development Project Of CHA-Afghanistan. Geographically, it was located in Kabul and Heart, Afghanistan. The focus of project was on the rural livelihood of the target communities through inputs in horticulture sector, while the focus of MTR was to identify effectiveness, efficiency, sustainability and benefit aspects of the soft and hard inputs. | Dr. Mudassir Rasuli, NGO Programme Manager-M&E at CHACell: +93-700244674 |
| 2012 | 12 districts of Pakistan | FAO Pakistan | Impact Evaluation Expert | Impact Evaluation Of Emergency Assistance To Crop Production And Livestock Support In Flood Effected Areas Of Balochistan And Sindh: FAO supported the flood affected population of Balochistan and Sind after the floods of 2007 through its CERF Support “Emergency Assistance to Crop Production and Livestock Support”. The Impact Evaluation process looked in to the overall impact on the livelihood and quality of life of the effected population. Systematic sampling methods and research design was used to evaluate the impact in 5 sample districts of Balochistan and Sindh. | Mah jabeen Qazi,Programme Advisor,FAO, Pakistan.P: +92-3005871923 |
| 2011 | Afghanistan | Coordination for Humanitarian Assistance (CHA)-Afghanistan Supported by European Commission | Co-Consultant | External Evaluation undertaken by Management for Development Foundation (MDF)-Netherlands of Project “Rehabilitation of Rural Production System: EC was supporting CHA to undertake one of its projects named “Rehabilitation of Rural Production System” that ended in 2007. An External Evaluation process was undertaken for EC by a team of two consultants (MDF-Netherlands and CHIP Training & Consulting). The external evaluation focused on the contribution of the project to changes in quality of life of target groups e.g. returnees, IDP, Female Headed Households, poor farmers and x-combatants etc. The sectors covered by the project and evaluated by the team are livelihood (agriculture, horticulture, livestock, vocational skills), infrastructure and institutional capacity development. | Dr. Mudassir Rasuli, NGO Programme Manager-M&E at CHACell: +93-700244674 |
| 2010-11 | Pakistan | OXFAM GB | Evaluation Expert | End Project Evaluation of Emergency WASH Programme for IDPs and Host Families in Kohat: Around 1.5 million IDPs arrived in Kohat and surrounding district in the wake of post 2008-9 security operations in Federally administered tribal areas of Pakistan. Oxfam GB undertook a project to provide WASH related services for the IDPs and also the hosting communities. I led end project evaluation of the WASH Programme to assess relevance, effectiveness, efficiency and impact of the interventions.  | Mr. Sajjad Ahmad,WASH Coordinator, Oxfam GB, Pakistan.P: +023008553570 |
| 2008-2009 | Pakistan | Client: UNICEF | Lead Consultant | Project Name: Monitoring of Training Cycle of Polio Eradication Initiative in 12 Districts of PakistanAs a lead consultant, undertook Assessment & Monitoring of Training Cycle of Polio Eradication Campaign in 12 districts of Pakistan for UNICEF which helped in designing and planning of lateral large-scale training programme for implementation across Pakistan (2008) | Melissa Corkum, Chief-Polio at UNCIEFE: mcorkum@unicef.org |
| 2009-10 | Afghanistan | Client: HAMKARICoordination for Humanitarian Assistance, Afghanistan | Lead Consultant | Project Name: Mid Term Evaluation of EC-Funded Perennial Horticulture Development Programme for CHA-AfghanistanLed the MTR of PHDP of CHA in Herat –Afghanistan to review project achievements and in particular to assess impact achieved so far, identify major gap and challenges and to suggest an outline for future direction of project. | Mudassir Rasuli,Programme Director,Coordination for Humanitarian AssistanceM: +93700244674E: RasuliAhmadmuddassir.AN@jica.go.jp |
| 2008-09 | Afghanistan | Client: MDF Training and Consultancy | Associate Evaluator  | Project Name: External Evaluation of Post Conflict-Post Disaster Interventions of UNESCO (Afghanistan)Undertook External Evaluation of Strategic Programme Objective-14 as Regional Consultant in Afghanistan and as part of MDF Netherlands Team for UNESCO (Headquarters-Paris) | Mike Zuijderduijn,MD-MDF Netherlands,T +31 318 650060E mdf@mdf.nl |
| 2008-09 | Pakistan | Client: HANDICAP International | Partnership Development Consultant | Project Name: Partner identification, Screening and Proposal development ProcessAs a Lead consultant, led a team of 8 consultants for Handicap International on development of system for partner’s identification, selection and contracting. The assignment included screening of 52 CSO to select 10 potential partner organizations based on criteria underpinned in Governance, Programme capacities, Finance, HR capacities and other related indicators. | Zishan AhmadProgramme Officer, Handicap International, Pakistan.M: +92 51 2212902 |
| 2006 | Pakistan | Client: Swiss Intercooperation | Deputy Team Leader | Project Name: Assessment of Damages to Wildlife and Natural Resources by the Earthquake 2005The project focused on assessment of damages to wildlife and natural resources (forest, NTFPs, water resources, etc) in order to understand the scale and scope of damages to the natural ecosystem, including forests, wildlife etc and to suggest ways to the Government and Swiss Intercooperation on remedial measures.  | Laila Amir,Programme and M&E Coordinator, Swiss Intercooperation-Helvistas, Peshawar.M: [+92-51-2624694](https://www.google.com/search?q=helvitas+Pakistan&rlz=1C5CHFA_enPK866PK867&oq=helvitas+Pakistan&aqs=chrome..69i57.4331j0j7&sourceid=chrome&ie=UTF-8)E: info.pk@helvetas.org |
| 2002-05 | Pakistan | Swiss Agency for Development and Corporation | Planning, Monitoring & Evaluation of Partners | Was responsible for planning, monitoring & evaluation of 13 NGO partners of Swiss Agency for Development & Cooperation (SDC) between 2002 and 2005 for which grant was provided by SDC. Partners were located in KP, Punjab, Sindh and GB. Responsibilities included identification of partners, screening / improvement of proposals/ plans, monitoring of progress and outcome indicators, extending capacity building inputs to partners in areas of project, programme and organizational development | Kaneez Fatima KassimNational Programme Officer,SDC, Pakistan.M: +923335131538 |

Other relevant Information

Previous Employments

Community Development Officer-MOL Pakistan Oil & Gas Co. B.V. (2005-2007)

Manager-Project Management and Liaison-Civil Society Human and Institutional Development Programme (2002-2005)

Field Coordinator-SUNGi Development Foundation (2000-2002)

**Report Writer**

|  |  |
| --- | --- |
| Name of Personnel | Faryal Khan |
| Nationality | Pakistani |
| Language proficiency  |

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGE | Read | Write | Speak |
| English | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent |
|  |  |  |  |

 |
| Education / Qualifications |

|  |  |
| --- | --- |
| **Institution (Date from - Date to)** | **Degree(s) or Diploma(s) obtained:** |
| Centre for International Peace and Stability, National University of Sciences and Technology, Islamabad (2016-2018) | Master of Science (MS) in Peace and Conflict Studies |
| Lahore College for Women University, Lahore (2012-2016) | Bachelor of Science (Hons.) in International Relations |

 |
| Summary of Key Qualification / Experience | **Paper Publications** (\*indicates peer-reviewed paper publications)\* Bakare, N., Khan, F., & Akash, S. A. (2022). Beyond Return and Resettlement: The Impact of Exposure and Interactions on the Post-conflict Development of North Waziristan. *Migration Studies*. http://dx.doi.org/10.1093/migration/mnac017 \* Makki, M., Khan, F., & Akash, S. A. (2022). Contested Peace: Duality of Security in Post-conflict North Waziristan. *Asian Security*, https://doi.org/10.1080/14799855.2021.1953991\* Yamin, T., & Khan, F. (2019). Afghanistan Crisis & Pakistan-US Disagreements on Operational Aspects of Countering Terrorism. In *Irritants in Pakistan-US Relations: Way Forward.* Islamabad Institute of Policy Research. https://www.researchgate.net/publication/334273477\_Afghanistan\_Crisis\_and\_Pakistan-US\_Disagreements\_on\_Operational\_Aspects\_of\_Countering\_Terrorism Bakare, N., & Khan, F. (2019, September). Peace and Sustainable Development. *Development Advocate Pakistan: The Peace-Development Nexus, 6*(3). https://www.pk.undp.org/content/pakistan/en/home/library/development\_policy/dap-vol6-issue3-the-Peace-Development-Nexus.html  **Conferences, Course(s) and Paper Presentation(s)*** Online course on “Novel Approaches to Mixed-Methods P/CVE Research and Practice” completed on August 23rd, 2021, and organized by College of Behavioral and Social Sciences, *University of Maryland*, United States.
* International Conference on “The Impacts of Conﬂict-Induced Forced Migration & Prospective Responses” held on December 2nd, 2019, and jointly arranged by *Centre for International Peace and Stability* and the *Hanns Seidel Foundation Pakistan*.
* International Conference on “Refugee Crises: Lessons from Pakistan and Beyond” held on 11-12 July, 2017, and jointly organized by the *Centre for International Peace and Stability* and the *Hanns Seidel Foundation Pakistan*.
* Paper presentation on “Theoretically Analyzing Motivations for Pakistani Troops to Participate in United Nations Peacekeeping Operations” in the seminar on UN Peacekeeping Operations at *Centre for International Peace and Stability* in July, 2018.
 |

**Professional Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Position** | **Company/Project and Description** |
| March 2022 – present | Islamabad  | Research, Reporting, Monitoring and Evalutaion Officer  | **Company or Project Name**: CHIP Training and Consulting, Islamabad**Description of Activities**:* Formation of data collection tools and (qualitative) analysis of data;
* Composing evidence-based advocacy tools and messages for donors;
* Ensuring quality assurance according to assessment standards (e.g. OECD);
* Report writing
 |
| November 2020 – February 2022 | Islamabad  | Research and Communications Officer | **Company or Project Name**: Civil Society Human and Institutional Development Programme, Islamabad, for the projects “ Be The Change Maker: Unveil Talent and Facilitate Utilization of Opportunities For Communal And Individual Development (Layyah, Pakistan” funded by Misereor and “Mothers-to-Be: Enhancing Service Uptake for Maternal and Child Health, Including Routine Immunization, in Khyber Pakhtunkhwa” by Bill & Melinda Gates Foundation**Description of Activities**:* Liaison with donor agencies;
* Formation of data collection tools;
* Data verification from field;
* Report writing
 |
| July 2019 – June 2021 | Islamabad | Research Associate | **Company or Project Name**: Centre for International Peace and Stability, National University of Sciences and Technology, Islamabad, for the project “ Unravelling the Contextual Realities in Post-conflict North Waziristan: Understanding Displacement, Resettlement and Post-Conflict Development”**Description of Activities**:* Review of literature and data;
* Formation of data collection tools;
* Data collection from field through interviews, FGDs; and
* Compose and summarize findings.
 |
| August 2017 – June 2019 | Islamabad  | Research Assistant  | **Company or Project Name**: Centre for International Peace and Stability, National University of Sciences and Technology, Islamabad, for the project “ Reconstructing Pakistan’s Counter-terrorism Strategy: Setting Grounds for a Revised National Action Plan”**Description of Activities**:* Review of literature and data;
* Formation of data collection tools;
* Data collection from field through interviews, FGDs; and
* Compose and summarize findings.
 |