

Khan Wazir Alizai

PROFESSIONAL SUMMARY:

Khan Wazir is a social Sector Professional and development practitioner. He possesses a Master's degree with a specialization in Business Administration and Management in addition to that One-year Diploma in Information Technology. An enthusiastic and result-oriented professional with a proven record of achievements who believes in achieving high career goals by using diverse academic knowledge and versatile management skills. His key strengths are in the areas of Monitoring and Evaluation, general Management, Program/Project management, Strategic planning process, Research and Capacity building. In his professional career, he has remained associated with different national and International organizations.

Field Monitor (TPFM)

June 2021 to October, 2022

MicroMerger (Pvt.) Ltd. PEI Activities Monitoring at District Bajaur (UNICEF Funded)

Responsibilities and Achievements:

- Monitoring Outdoor media, Micro plan quality assessment, Measles and Rubella campaigns, Monitoring of DEPEC and UPEC meetings, pre, Intra and post campaign activities, AICs, SM, FLWs, UCPOs, UCCSOs and UCMOs trainings.
- Conduct field monitoring of the implementing partners (different departments for which third-party is providing funds for)
- Follow the checklists prepared in coordination with third-party and report back daily to MnRO and PC
- Work in the field in form of a team. The team earmarked geographic/thematic area for working in consultation with the supervisor for the assignment.
- Field Monitor is not permanently district/program restricted and move across the districts and provinces as and when required, according to the need of the program.
- Field Monitor is also arranging video and audio recording, interventions, and gaps/issues of key events in the field.
- Team is documented a case study, lesson learned, or any good practice in the respective area (one for each month). All these documents share in form of a comprehensive report every month.

Union Council Polio Officer

February, 2020 to March, 2021

Chip Training and Consulting, EPI, PEI program KP-TD Bajaur (WHO Funded)

Responsibilities and Achievements:

- Training and Capacity building of UCMOs, AICs, SM, TTM and mobile teams in health facilities
- 2. Coordination and Leadership**
 - Provided Technical Support to the Union Council Polio Eradication Committee on poliomyelitis eradication
 - Worked closely with government and partners to ensure coordination of different stakeholders in the assigned area
 - Ensured the functioning of the UPEC in the assigned areas
 - Supported the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the UC level
- 3. Supplemental Polio Vaccination Campaigns (SIA)**
 - Monitored and Supported the Union Council on ensuring all the agreed SIA timelines are followed and implemented
 - Carried out assigned planning meetings including micro plan preparations at the Union Council
 - Supported the timely distribution of logistics in the assigned Union Councils, and ensure all necessary steps are taken to ensure no delays or stock-outs of logistics at the assigned areas.
 - Monitored the effective utilization of mobile, fixed, and transit teams in the assigned area, and immediately report misuse to the immediate supervisor formulated an appropriate plan for coverage of missed children
 - Worked closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation, and generate demand for polio vaccination
 - Mobilized religious, tribal, and political leaders, and influential persons in the assigned area to support polio eradication
 - Supervised and monitor the work of the teams and AICs, take household clusters and at the same time validate a sample of the clusters and missed children coverage done by the UC team
 - Ensured all reported missed and poorly covered areas are investigated and re-vaccination/sweeps carried out.
 - Carried out a post-campaign analysis of data and share with the UPEC and supervisor
- 4. AFP Surveillance**
 - Supported community surveillance by ensuring mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
 - Participated in detailed epidemiological investigations as determined by the immediate supervisor
 - Assisted in ensuring the inclusion of all high-risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
 - Supported timely submission of "Zero Report" from assigned UCs
- 5. Routine Immunization**
 - Supported the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization
 - Supported the UPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake
 - Identified zero dose and under-immunized children in the assigned UCs and refer them for immunization

Temporary Tehsil Monitor (TTM)

June, 2019 to January, 2020

WHO DDM Based Polio Eradication Initiative, KP-TD Bajaur

Responsibilities and Achievements:

- Training and Capacity building of UCMOs, AICs, SM and mobile teams in health facilities
- Monitored/Observed the Campaign activities of whole Union Council with UPEC Committee before the campaign
- Monitored the team performance during the campaign also Observed and check the vaccine status and storage

- Maintained the field team monitoring, HH Clusters, Transit, and supervisor monitoring form and checklist
- After Campaigns analyzed their tally sheets with previous one
- Monitored preparatory activities of the campaign in respective area using WHO developed tools and checklists
- Participated in evening meetings in TCSP/UCMO and give the daily feedback especially on the gaps
- Conduct household level Rapid Convenience Assessment (RCA) daily during the campaign in the areas.
- Prepared UC/Town coverage survey and monitoring report after campaign
- Provided Assistance in Preparation of Micro Plans, UC and area mapping
- Compiled/Prepared of Missed Children data like SMC list (NA and Refusals)
- Planned and organized RI activities in assigned area to cover zero dose and defaulters
- Compiled of 2B forms with cross validation data from CHW's registration book before final submission
- Ensured registration and vaccination of all institutions (schools/Madrassas) in her/his catchment area
- Participated in pre, intra and post campaign meetings with proper data of assigned catchment area

Area Field Officer

June,2017 to May, 2019

APEX Consulting Post Campaign Monitoring, KP-TD Bajaur (Millinda and Bilgates Funded)

Responsibilities and Achievements:

- Participated in PCM round training as well as other training conducted by training Section
- Ensured Field plan of respective tehsil/Village, Data collection via ODK and timely Data Uploading
- Ensured to implement Field protocol
- Reviewed and Selected efficient and effective rout to the field area, Lead the Field Team in the Field
- Supervised and ensured the Collection of Quality Data, ensured sampling methodology.
- Field work management including expense record, sampling and logistics at field level.
- Participated in coordination meetings, shared progress reports to zonal officer on daily basis
- Provide qualitative feedback after each assignment.
- Ensured campaign is conducted during scheduled time
- Provide Support in sampling techniques and conducting interview to the enumerators.
- Ensured questionnaire filled properly / completely and uploading data on daily basis.
- Checked/Observed and report overall performance of staff

Young Professional Officer (YPO)

May, 2016 to April, 2017

UNDP FATA Transition and Recovery Program Peshawar

Responsibilities and Achievements:

- Oversight and provision of Technical support to partners
- Prepared weekly, bi-weekly, monthly, and quarterly reports for multiple donors
- Part of Inter-Cluster Missions, MOVs verification, and Data validation
- Regular coordination with different IPs, line departments, and other stakeholders
- Spot-checking of IPs before releasing the tranches
- Prepared field visiting/Monitoring reports
- Provide technical support to the Program Specialist, Program Officers and Project Counterparts in the preparation/processing of project documents.
- Assisted the Program Specialist and Program Officers in connection with project implementation to achieve set targets.
- Provide assistance in specific inputs and support to administer and manage the facilitation of projects being managed by the CR FATA Program, which essentially involved extensive coordination with diverse partners.
- Actively liaised with, and fostered collaboration with, multilateral and bilateral donor agencies with a view to exploring opportunities for mobilizing co-financing support
- Provide regular assistance to Unit colleagues in preparation of cost-sharing agreements and new project formulations in order to achieve resource mobilization targets.
- Timely managed the assigned project with the coordination of relevant Program Officers and ensured!
- Compliance with the Project Cycle Operations Manual (PCOM) guidelines
- Drafted routine letters, prepared PowerPoint presentations, provided inputs to Unit work plan, and responded to e-mail communications daily.
- Provided assistance to the Supervisor in the identification and development of new project proposals; participated actively in the project formulation process by devising components of the project documents.

Field Researcher

September, 2014 to April, 2016

Coffey International Development Strengthening Rule of Law (DFID Funded)

Responsibilities and Achievements:

- Participated and assisted RIU in developing survey questionnaires and FGD guides.
- Coordinated and liaison with police & home department for conducting various research Studies, baselines, and assessments.
- Conducted semi-structured individual and group interviews and compilation of notes
- Organized and conducted focus group discussions, compiled notes, and transcription.
- Participated in and supervised KAP surveys in 5 districts of KP.
- Assisted RIU in survey management i.e. survey planning & design, field data collection & entry, data validation & cleaning, analysis, and reporting.
- Supported the M&E team in-training assessments and performance monitoring of the program
- Assisted RIU in disseminating findings, recommendations, and learning from research products, baseline, and other assessments for adaptive management.

- Supervised and facilitated field team during data collection, ensured data quality, validity, and accuracy through spot-checking and other techniques, and managed field issues.

Significant Achievements in Coffey International Ltd:

- Supervised a team of 30 Field Researchers in four KAP surveys during 2014-16.
- Proactively participated in different qualitative and quantitative research studies in program areas such as Drivers of Stability, Alternative Dispute Resolution, Community Based Dispute Resolution, Women's Access to Justice, Police Services User Survey, Citizens Report Card, and KAP survey
- Conducted third-party impact assessment of the UNDP project on Model Police Stations in PATA

Research, Monitoring and Evaluation Assistant

September, 2012 to April, 2014

Prime Foundation Pakistan Mother and Child Care Project Distric Bajaur

Responsibilities and Achievements:

- Conducted baseline survey/children micro census, Qualitative and Quantitative data, blood and stool samples collected
- Conduct medical CAMP for the community Patients within the community
- Blood and stool collection, administered IPV
- Distributed medicines in the registered children
- Conducted 18 focus group discussions (FGDs) and more than 50 in-depth Interviews (IDIs)
- Door-to-door mobilization/Booklet distribution to awareness sessions regarding cleanliness, health and hygiene
- Measured MUAC, height, length and weight of the children's
- Prepared daily field activity plan and shared it with supervisor one day before the field visit
- Coordinated with community influential persons in order to run the required field activities
- Made the arrangement of the cluster for mobilization and IPV administration
- Ensured the proper documentation of each activity
- Successfully completed the end-line survey

EDUCATIONL HISTORY:

Years	Degree/Certificate	Institution
2012	MBA	Federal Urdu University of Arts, science and Technology Islamabad
2009	BBA (Hons)	University of Malakand
2009	DIT	Board of Technical Education Peshawar

TRAININGS ATTENDED:

- Personal Protective Equipment for Health Workers, conducted by Ministry of Health Services funded by WHO, WeCare July2,2020
- ❖ Two days training on **Cash Transfer Programming-CTP** Organized by **Community Restoration Cluster** and **Food Security Cluster KP/FATA** held from 26th July to 27th July, 2016 in PC Hotel Peshawar
- ❖ Two days training on M&E "**Monitoring and Evaluation course**" From 21st to 22nd September 2015 held by Coffey International Development Under the Aitebaar Program.
- ❖ Five days training on "**Peace building and Non- violent conflict resolution**" Organized by Aware Girls with the peace direct and United States Institute of peace from 30th December 2013 to 3rd January 2014 for the youth of FATA.
- ❖ Six days Training on CMAM "**Community Based Management of Acute Malnutrition**" From 21st to 26th August 2013 Organized by **Relief Pakistan** and conducted by **UNICEF**.
- ❖ Five days Training on "**Community based disaster Risk Management (CBDRM)**" Organized by **Provincial Disaster Management Authority (PDMA)** from 20th to 24th May 2013.

Certificates

- Personal Protective Equipment's for Health worker
- Cash Transfer Programming-CTP
- Monitoring and Evaluation course
- Peace building and Non- violent conflict resolution
- UN advance Security in the Field
- UN Basic Security in the Field
- Ethics and Integrity at the UNDP
- Certificate of Legal Framework
- Certificate of Sexual Harassment
- Certificate of the gender Journey- Think Outside the box

Professional Skills

- Qualitative and quantitative research Data Collection
- Report writing skills
- Effective Written and verbal communication skills
- Working command on Microsoft Office packages

REFERENCES:

<u>Name</u>	<u>Organization</u>	<u>Contact</u>
Ahtesham gul:	Coffey International Development	03219080859/Ahtesham.gul@gmail.com
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