

## Muhammad Manzoor

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### Professional Summary:

Qualified in American Studies, currently, working with **Innovative Development Organization (IDO) as a Monitoring & Evaluation Officer, in Baluchistan Livelihood and Entrepreneurship Project (BLEP), District Killa Abdullah**. Previously, worked with Taraqee Foundation as a Education Officer District Killa Abdullah in ECHO-HIP Integrated Project on Protection, Nutrition, Health, and Education Assistance for Afghan Refugees in Baluchistan. A demonstrated experience with Islamic Relief Pakistan in FFA (Food for Assistance) District, Quetta. Teach Project (To Teach & Educate Adolescents with Community Help) played a dominant role in shaping of my personality to resolve conflicts and be dynamic while working with communities of diverse backgrounds. These experiences taught lessons for life and taught the art to address needs of people in outskirts of Baluchistan.

### Skills & Abilities:

Time Management Skills/Excellent Communication Skills/Computer Proficiency Skills/Management Skills/Excellent Written Expression/Organizational skills /Advocate of Teamwork

### Education:

**Mphil in American Studies August 2015-Feb 2018**

Quaid I Azam University Islamabad

**B.S Hons in English Literature & Education August 2011-August 2015**

Forman Christian College Lahore

**Monitoring & Evaluation Officer BLEP District Killa Abdullah**

**Innovative Development Organization**



**Project: Baluchistan Livelihood & Entrepreneurship Project.**

**Duration: January 2023-April 2023**

- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager;
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Organize and conduct training on M&E/MIS for project and other staff.
- Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations;
- Provide input and update information related to project outcome;
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities;

**Contact Details:**

**Sheran Khan Panezai (Program Manager)**

**Mob No: 03154990482**

**Email: [sheran.panezai@gmail.com](mailto:sheran.panezai@gmail.com)**

## **Education Officer ECHO-HIP District Killa Abdullah**

### **Taraqee Foundation**



### **Project: ECHO-HIP Integrated Project on Protection, Nutrition, Health, and Education Assistance for Afghan Refugees in Balochistan**

#### **Duration: January 2022-December 2022**

- Provide support to the supervisor, MEAL, and field teams to ensure project objectives are met in compliance with donor regulations and successes are documented.
- Frequent travel to field to monitor program implementation and extend meaningful assistance to field teams.
- Support establishment of learning centers ALP and formation of PTSMCs, engage in community mobilization and enrollment campaigns, provide onsite mentoring to teachers, enhance quality of teaching and learning process and conduct monitoring/classroom and student assessment/s observations.
- Support teachers to manage the stresses and complexities of teaching in unstructured settings, such as TLC/CFSSs, and the challenges of working with children who have recently been through or are going through traumatic experiences, teachers in all target districts will receive additional training on teaching in emergencies.
- Conduct teacher trainings for inclusive teaching methodologies, including in emergency settings and provide follow up support to teachers through classroom observations and WhatsApp groups.
- Conduct regular field visits and provide technical assistance to field teams, as needed.
- Coordinate with relevant departments to ensure effective support to the field level activities, and to provide accurate information to the field regarding regulations to foster project implementation.
- Ensure adherence and compliance to Taraqee Foundation and donor policies and procedures.
- Ensure efficient use of classroom management strategies and design teaching and recreational kits.
- Formation of Child Club and Women Girls Safe Space, Assist in formation of Community Protection Committees.
- Ensure the sessions on MHPSS, life skills and Child Protection in child clubs and MPTSCMs are conducted effectively.

#### **Contact Details:**

**Essa Khan Program Director ECHO-HIP**

**Mob No: 03113739404**

**Email: [essa@taraqee.pk](mailto:essa@taraqee.pk)**

## **Community Development Officer District Pishin**

### **Pakistan Girls Alliance for Girls Education**

#### **Project Duration: July 2021-December 2021**

- Closely coordinate partner/ project activities to ensure efficiency and effectiveness in project delivery.
- Mobilize community members to ensure community participation and involvement in project activities.
- Ensure community participation includes the most vulnerable and marginalized groups (especially women, girls and people living with disabilities).
- Identify and build relationships with relevant partners as a resource to support project implementation.
- Supervise and facilitate any community-based trainings and activities by delivery partners.
- Ensure community awareness about project priorities, strategies and approaches including project close out and handover dates.
- Provide program support to develop work plans and activity timelines.
- Serve as a focal person for effective communication between community groups/leaders/volunteers and RW and project partners
- Support the communities to strengthen/ build relationships with local partners, local authorities, and local leadership to ensure project sustainability and local needs and priorities are being met
- Assist in maintenance of hard record that includes field visits reports, CO meeting minutes, beneficiary data, assessment record, distribution record & other documentation.
- Assist in ensuring appropriate beneficiary's data collection & screening prior to making any transaction
- Assist in ensuring proper filling of forms & formats as per desired standard information.
- Close coordination with line manager for effective implementation of project activities.

## **Islamic Relief Pakistan (INGO)**

### **Social Organizer District Quetta**



#### **Project: Food for Assistance**

- Assist in conducting broad based community meetings (BBCM) / stake holders workshop at community level
- Assist in conducting needs assessment / base line / surveys for data collection in the defined project areas
- Assist in identification & prioritization of most vulnerable / marginalized villages through PRA tools.

- Assist in initial contacts & programme introduction of project in the targeted village Formation, revitalization, strengthening of village / community development committees / organizations by ensuring inclusion of all segments of society on sustainable basis.
- Assist the CDO in signing term of partnership (TOP) with committees (COs/ VOs / LSO).
- Identification & prioritization of the most pressing needs of the communities through PRA tools (issues prioritization).
- Conduct regular meetings with community organizations for raising awareness about their entitlement i.e. social, economic & rights.
- Capacity building of communities in terms of development of new proposals, CMST, LMST / refreshers / exposure visits, advocacy planning and campaigning etc.
- Motivating the communities for the monthly contribution of saving schemes. Facilitate & support other sectoral leads at ground in need identification / prioritization & verification of the project interventions / activities.
- Close coordination with male CDO and relevant stake holders working in the project targeted areas.
- Conducting community awareness sessions i.e. (health and hygiene) and organize various training sessions / workshops / Campaigns / Special Events for the members of local community organizations (social forestry, community participation in development, women in development).
- Regular follow up and monitoring of project activities & timely reporting of identified gaps with best possible solutions.
- Facilitate in arrangement of IRP / donors visits to project areas.
- Conduct CO / VO / LSO profiling i.e. collection of primary level data for situation analysis of the communities and compilation of surveys being conducted on various issues in the programme/project area. Conduct thorough community mobilization process with key advocacy objectives,

#### **Contact Details:**

**Project Manager: Hafeez Jomezai**

**Contact No: 0333-7845520**

**[hjomezai@iom.int](mailto:hjomezai@iom.int)**

**Social Organizer District Pishin**

**Tameer E Khalaq Foundation**

**Project: Teach Project**

**Duration: June 2019-December-2020**



- Plan social mobilization activities in the context of the project log frame and targets set aligned with project work plan.
- Provide input in the development of terms of partnership to be signed with the communities for participation in the project activities,
- Initiate social mobilization process and facilitate the project communities to organize themselves in shape of community organizations (male and female).
- Identify and establish of community groups, and members of Parent Teachers Association (PTAs) in targeted area.
- Facilitate school enrollment campaign with support of different activities, to ensure the targeted number of enrollments within project duration.
- Facilitate participatory planning and implementation process for identification of school's infrastructure needs and construction of prioritized infrastructure.
- Initiate and support different extracurricular activities in schools as per planned in project.
- Facilitate school administration in carrying out school health assessment of children.
- Support COs to build their capacities in CO management, planning and monitoring, conflict resolution, and promoting social harmony in the community.
- Provide input for preparation of monthly and quarterly progress reports on the field activities highlighting achievements and bottlenecks.
- **Contact Details:**

**District Supervisor: Khalid Kakar**

**[khalidkakar123@gmail.com](mailto:khalidkakar123@gmail.com)**

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**GCSS Supervisor District Pishin**

**Riz Consulting**

GCSS Supervisor aims to facilitate Global Coverage Support System Facilitators in Union Councils of District Pishin; timely provision of mobile phones, keeping the track record of GCSS Dashboard and facilitating the Facilitators for Morning, Evening, and Spot Checks reports during campaigns. Gaps and technical errors are timely identified and addressed for quick recovery. Store pings are uploaded on the dashboard of every respective Union Council. In proper communication with Union Council teams.

**GCSS Facilitator K.A III, District Killa Abdullah**

**RIZ Consulting**

**Global Coverage Support System Facilitator** aims to facilitate Union Council Polio teams with provision of GCSS phones in order to ensure proper mapping, identification of new polio cases, and refusal cases are properly addressed. Morning and Evening reports are submitted for the purpose to ensure proper monitoring of polio teams.

## **Social Organizer District Pishin**

### **Food & Agriculture Organization**

**Duration: January 2018-August-2018**

- Conducting baseline/diagnostic surveys.
- Organizing and conducting stakeholder workshops in the project area for situation analysis.
- Formation of broad-based community organizations.
- Strengthening the formed community organizations through various community management Skill trainings and regular follow up visits.
- Ensuring women participation and fair share in the project implementation.
- Helping communities to identify the most deserving family's free food distribution.
- Helping community to generate their own capital through the discipline of regular saving.
- Preparing monthly and Quarterly progress report of the project activities.
- Fostering effective and purposeful linkages of the formed organization with the service delivery organizations/ agencies.
- Helping communities to plan and manage their own development. It means that turning communities from being a submissive recipient to an active participant.
- Writing daily Note for Record on the Visit Conducted.
- Preparing periodic case studies for disseminations.
- Organizing and conducting manager Conferences.
- Organizing and conducting periodic food distributions.
- Monitoring and supervising the infrastructure schemes implemented by the project.
- Supporting the health team of the project in organizing and conducting awareness raising campaign on health hygiene and other primary health issues.

## **Vaccinator Alizai District Pishin**

### **EPI (Expanded Program Immunization)**

**Duration: Jan 2017 - Dec 2017**

I, worked as a Vaccinator Expanded Programme on Immunization (EPI) in Union Council Loi Alizai, District Pishin, Balochistan.

- Support immunization services in the community for target groups.
- Ensure accurate registration and reporting of out reach activities.
- Look after vaccines and other EPI instrument in his area.
- Vaccination session according to the time table in the outreach sites.
- Conduct education session and pass health messages regarding EPI.
- Mobilization of the community to participate in EPI
- Participation in EPI mass campaigns against childhood tuberculosis, poliomyelitis, diphtheria, pertussis, tetanus and measles

## **Leadership**

- Vice President Philosophy Society July/2014 July/2015

- Certified in Conflict Resolution Soliya Connect Program
  - General Secretary English Ewing Society July/2014-July/2015
  - General Secretary Forman Islamic Society July 2013-July/2015
  - Stage Secretary Red Crescent Society July/2014-July/2015
  - Advisor Mock Parliament, Seeds of Peace Pakistan Oct/2014
  - Assistant Organizer Al-Hamra Drama Festival.
  - Founder of American Studies Club 2017.
  - Founder of English Literature Week for the First time in FCCU.
  - Founder Humanities Symposia series 2014 in Forman Christian College Lahore.
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