

## COVER LETTER

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*Dear Hiring Manager,*

*I am writing to express my interest in the position you have available. I possess the necessary skills and experience you are seeking and I would make a valuable addition to your organization.*

*I have completed a degree of BS in economics (16 Years) from the University of Karachi and a short statistics data management and analysis course from Aga Khan University Karachi. Having an experience of more than 10 years in the field of research, monitoring & evaluation, data management, and training and development, I can train staff, manage field, and manage Data, knowing different software like SPSS, STATA, ODK, CTO Survey, Ona.io, CsPro, Epi Data, Excel, Power BI and the ability to work under pressure.*

*I believe I would be a great asset to your organization with these skills and qualifications.*

*I look forward to speaking with you further regarding your available position.*

*Thank you for your time*

*Yours sincerely*

*Ali Zia*

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## Personal Information

### Ali Zia

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### Career Objective

To pursue a challenging and career-oriented job in a well-reputed organization where I can contribute to its effective and profitable operations by utilizing my skills, knowledge, and expertise in my related field. I am currently looking for a suitable position with a reputable, exciting, forward-thinking organization.

### EXPERIENCE

#### Family Mentor/Case Worker

##### Silver Jubilee Development Agency

August 2022 – Continue

Working as a family mentor in the program “Family economic advancement Programme” (FEAP) under the silver jubilee development agency of AKDN.

I’m responsible for providing holistic and comprehensive case management services to families enrolled in the program including assessing needs, goal setting, case planning, monitoring, encouraging progress, advocacy, referrals, and connecting with the economic development team for job placement and/or entrepreneurship.

#### Individual Consultant - Chitral

##### Aga Khan University Hospital

June 2022 – August 2022

Worked as an individual consultant for execution and carrying out of TPVICS survey in district Chitral. I was responsible for the following roles.

- Coordination with local health authorities, LEAs, and other stakeholders.
- Hiring and training of field staff.
- Arrangement of logistics for training and field activities.
- Responsible for the smooth execution of field activities, quality line listing, and quality data collection.
- Checking data on the dashboard and reviewing and editing vaccination cards on the dashboard.
- Direct reporting to the project director.

#### District Coordinator (Islamabad & Karachi)

##### Aga Khan University Hospital

March 2022 – June 2022

Worked as a district coordinator in TPVICS (Third party verification immunization coverage survey) with the aga khan university hospital:

- Responsible for the smooth execution of field activities, quality line listing, and quality data collection.
- Assigning clusters for line listing and data collection and forming teams accordingly.
- Managing the dashboard and identifying odd data and verifying it from teams and through validation.
- Coordination with district health authorities and PBS and other stakeholders.
- Logistic arrangements for field activities.
- Training of line listers and data collection teams.
- Direct reporting to the project director.

#### **Data Validator**

##### **Accelerate Prosperity (AKDN)**

20 Jan to 25 Feb 2022

#### **Focal Point (PEOC)**

##### **Tameer-e-Khalaq foundation**

21st August to 7th Dec 2021

Worked as a focal point (reporting officer) at the provincial emergency operation center on behalf of TKF for the Measles and rubella project. Responsible for reporting TPFM findings to NEOC representatives on a real-time basis.

#### **Field Monitor**

##### **Tameer-e-Khalaq Foundation**

1st August 2021 to 20 Oct 2021

Worked with Tameer-e-khalaq foundation as a field monitor in district Malir, Karachi. Monitored activities of all three phases of the polio program in the assigned district.

#### **Research Associate**

##### **Apex Consulting Pakistan**

1<sup>st</sup> July 2021 to 8<sup>th</sup> July 2021

Worked with apex consulting Pakistan as a researcher in conducting a Country Programme evaluation of WaterAid Pakistan's Country Strategy for the period 2016-2021. The study aimed to gather evidence about the overall performance of WaterAid Pakistan against its Country Strategy objectives (2016-2021) so that a viable course can be charted for the next strategy period. In this regard conducted KIIs with representatives of different project stakeholders, including government departments, NGOs, and parliamentarians. Took detailed notes and transcribed audio recordings.

#### **District Coordinator**

##### **Aga Khan University Hospital**

1 June 2021 to 15 June 2021

Managed health camps in 2 UCs of Rawalpindi. These health camps were set up in super high-risk union councils of Pakistan about polio. The main purpose of these health camp setups during campaign days was to cover missed children, refusals, and children with less percentage of zero doses.

I was responsible for the overall execution of these health camps in Rawalpindi. My main responsibilities include

- Identification and hiring of camp staff (Technical & support)
- Arrangement of logistics for camps and staff.
- Smooth execution of camps.

- Collecting and compilation of data-based program priority indicators.
- Coordination with head office.

### **Monitoring and Evaluation Assistant**

#### **Rural Support Programme Network**

7 Jan 2021 – 30 May 2021

Worked as a monitoring and evaluation assistant in the project “Dissemination and reinforcement of basic preventive messages on COVID – 19 in urban and peri-urban union councils”.

- Tracking the progress of social mobilization teams against their work plans.
- Frequent field visits to target UCs to ensure and monitor that all project activities are on track.
- Observation of field activities conducted by Social Mobilisation Teams.
- Maintained proper record of all project activities
- Field visits to validate data received from Social Mobilization teams
- Support District Project Officer in preparation of weekly updates for onward submission to the RSPs Focal Person
- Production of monitoring and evaluation progress reports with the status of results and implementation of activities
- Participated in project meetings, events, and training at various levels.
- Documented and reported on lessons learned emerged from project monitoring activities
- Conducted Focus Group Discussion per the design and shared data with RSPN’s M&E team for further analysis.

### **Monitoring Officer (Chitral, Bajaur, Dir Lower, Dir Upper, and Malakand)**

#### **Aga Khan University Hospital**

1<sup>st</sup> Dec 2020 – 30<sup>th</sup> Dec 2020

Worked as a monitoring officer in a short-term assignment Third party verification immunization coverage survey (TPVICS) with the Aga Khan University hospital.

- Process monitoring of field teams of content international teams
- Validation of completed clusters through different indicators
- Comparing data collected from the field with the dashboard.
- Reporting daily findings with teams of content international and their coordinator.
- Writing daily basis and district-wise reports to the higher management of the AKU team.

### **District Coordinator (Islamabad, Rawalpindi, Attock, and Chakwal)**

#### **Aga Khan University Hospital**

Sep 2020 – Nov 2020

Worked as a district coordinator in TPVICS (Third party verification immunization coverage survey) with the aga khan university hospital:

- Responsible for the smooth execution of field activities, quality line listing, and quality data collection.
- Assigning clusters for line listing and data collection and forming teams accordingly.
- Managing the dashboard and identifying odd data and verifying it from teams and through validation.
- Coordination with district health authorities and PBS and other stakeholders.
- Logistic arrangements for field activities.
- Training of line listers and data collection teams.
- Direct reporting to the project director.
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## **Researcher**

### **SEBCON PVT LTD**

Nov 2019 & Jan 2020

Worked as a researcher on the following projects:

- Conducted national disaster consortium (NDC) Evaluation of implementing partners i.e UNICEF, FAO, ACTED, and AKRSP on behalf of IOM in district Chitral.
- Conducted need assessment survey on GLOF for UNDP in district Dir Upper and Chitral.

## **Provincial Field Coordinator, Sindh**

### **Post-Polio Campaign Monitoring & LQAS (Lot quality assurance Sampling)**

#### **Apex Consulting Pakistan**

March 2018 — April 2019

- To keep close coordination with zonal field managers and National field managers at the provincial level.
- To ensure the work plan is followed and deliverables and targets are met at the provincial level.
- To ensure timely submission of data, communicate odd indicators in data with Zonal field managers and teams, and collect qualitative information against such indicators.
- To keep a proper record of accomplishment of training, field, and attendance of field teams.
- Coordination with the client
- Coordination with departments of finance, logistics, and HR.

## **Master Trainer & Zonal Field Manager**

### **Post-Polio Campaign Monitoring (RIZ Consulting, UNICEF, WHO, EOC, B&MGF)**

#### **Apex Consulting Pakistan**

Jan 2017 — March 2018

- Responsible for arranging and conducting cascade training for every round of post-polio campaign monitoring (PCM)
- Responsible for Designing, planning, organizing, hiring, and managing field teams for Post-Polio Campaign Monitoring
- Responsible for team formation and managing teams for data collection in six districts and keeping proper track of their field activities
- Responsible for assurance of quality data collection by field staff, data cleaning and data submission to head office, and logistic clearance.
- Any other task assigned by the National field manager.

## **Research Associate**

### **Head Office**

#### **Apex Consulting Pakistan**

January 2016 — December 2016 (Resigned).

Managed the following projects:

### **British Council “Voices from the valley”**

This was the fourth publication in the next-generation research series, focusing on youth in Azad Jammu and Kashmir (AJK). The region has a highly developed political culture that accommodates multiple strands of opinion; it represents a microcosm of the mainstream Pakistani political tradition, as well as diverse local political demands. AJK’s significant diaspora communities and long history of conflict constitute two key components of a unique political identity between its people, and most of all, a thriving youth cohort

at the center of AJK's political activity and socio-economic change merit an inquiry that recognizes the voices of Kashmiri youth and establishes their view. 'Voices from the Valley, which the report aims to carry, are thus far largely unheard in policy literature amid the myriad political shifts that Pakistan and AJK undergo each day.

### **RSU- Baseline Stakeholders' analysis**

Reforms Support Unit (RSU) engaged APEX Consulting Pakistan (APEX) to carry out a baseline stakeholders' survey to determine awareness of key education reforms, the effectiveness of internal communication practices, and potential internal/ external communication modes.

As the main stakeholders for this study were from the Education and Literacy Department (ELD) of the Sindh government, the qualitative method (Key Informant Interviews - KIIs and Focus Group Discussions - FGDs) was employed in nine districts – Korangi, Sajawal, Dadu, Sanghar, Kamber Shahdadkot, Ghotki, Jacobabad, Sukkur and Tharparkar. A total of 188 KIIs with secretaries, director generals at the provincial level, district and Taluka officers at the district level, and headmasters and teachers at the school level. Simultaneously 60 FGDs were held with the community, mainly parents, and teachers.

### **RSPN- Socio-Economic Survey**

The Rural Support Programme Network (RSPN) and three of its partner Rural Support Programmes (RSPs), i.e. National Rural Support Programme (NRSP), Sindh Rural Support Organization (SRSO), Thardeep Rural Development Programme (TRDP) with the financial support of European Union (EU) are implementing a six years (2016-2021) Sindh Union Council and Community Economic Strengthening Support (SUCCESS) program. The SUCCESS Programme aims to reduce poverty through undertaking CDD based on RSPs' proven social mobilization approach. Living conditions are expected to improve by building the local social capital for better access to basic social, and economic services, and income-generating and diversification activities; working along with the provincial government to define the basis for the formulation of a local CDD policy in light of the learning from the Union Council Based Poverty Reduction Programme. The SUCCESS Programme was implemented in eight out of the 24 districts of the Sindh province. The eight SUCCESS Programme districts include Tando Muhammad Khan, Sujawal, Matiari, and Tando Allahyar with NRSP, Larkana and Kambar Shahdadkot with SRSO, and Dadu and Jamshoro with TRDP.

### **SBP-Branchless Banking Survey**

State bank of Pakistan had assigned a task to Apex Consulting Pakistan to conduct a study about branchless banking in Pakistan. The purpose of this assignment was to obtain information regarding the use of mobile phone-based financial services, which we will call Branchless Banking (BB) services. The survey was conducted through phone calls to participants from across Pakistan through random sampling.

### **Other Tasks I had been performing:**

- Assist in the development of International and National level proposals and Expressions of Interest (EOIs)
- Qualitative and quantitative instruments development;
- Research and Field Management;

- Developing database in CS-Pro and Data entry supervision,
- Basic Data analysis using SPSS,
- Organizing project activity timelines, staff allocation, and project resources that are regularly updated and maintained
- Tracking all project activities and maintaining up-to-date reporting on the project activity status;
- Review of project documents, project structuring, coordination with clients and consultants, development and management of project documents and files, project financial management, completion of project deliverables on time, and project closing, etc.
- Accurately forecasting and ensuring optimal operational and financial resources utilization, and identifying and communicating any emergent risks to the Senior Project Manager.
- Compiling information from Project Teams to prepare progress reports and updates on the project for the donor.

### **Master Trainer & Zonal Field Manager**

#### **Post-Polio Campaign Monitoring (RIZ Consulting, UNICEF, WHO, EOC, B&MGF)**

##### **Apex Consulting Pakistan**

Mar 2015 — January 2016, Karachi Zone

- Responsible for arranging and conducting cascade training
- Responsible for Designing, planning, organizing, hiring, and managing field teams in Karachi for Post-Polio Campaign Monitoring of the WHO Survey
- Manage the overall budget of the project, supervise field teams and keep proper track of their field activities
- Responsible for assurance of quality data collection by field staff, data cleaning and data submission to head office, and logistic clearance.
- Any other task assigned by the National field manager.

### **Assistant Field Coordinator M&E Sindh (UNICEF Third-party Monitoring)**

#### **Apex Consulting Pakistan**

Jun 2015 — January 2016 Karachi

- Ensuring proper monitoring of UNICEF-supported activities in the field of the education sector in Sindh province.
- Coordination with UNICEF PM&E, UNICEF Programme sections (Education), and UNICEF implementing partners (SPO, PFF & PILER) in Sindh.
- Preparing Monthly consolidated monitoring reports for UNICEF highlighting the immediate action areas and updating the program action sheet

### **Field Monitoring & Reporting Officer (UNICEF Third Party Monitoring)**

#### **Apex Consulting Pakistan**

Dec 2014 — Jun 2015 (6 Months) Karachi

Third-party Monitoring – I was involved in field Monitoring of UNICEF intervention in Karachi Malir and Karachi South districts.

Some of the prominent members of UNICEF whose Activities are being monitored are SPO, PILER, HELP, SHED, and Aahung.

- Tracking Supplies and Monitoring activities of the Education, Health, and Child Protection Program of IPs of UNICEF.
- Observing community activities, conducting beneficiaries' interviews for monitoring and evaluation purposes, and writing field reports daily to the UNICEF program Coordinator.
- Checking all the activities of implementing partners (IPs) of UNICEF which were working on different programs in two districts of Karachi.
- Developed response/ intervention mapping for each program that had been used to plan, monitor, evaluate, maintain and disseminate the results, outcomes, and impact of FERM work
- Ensured timely reporting to highlight critical issues that needed to be addressed promptly
- Carried out case studies

**Field & Data Coordinator (Child life Foundation)**

August 2014 — October 2014, Karachi

- I have worked as a field & data coordinator for the baseline survey conducted by the Child life foundation. The survey was conducted on Maternal & Child health.

**Data Entry Supervisor (Aga Khan University)**

**Department of Community Health Sciences**

June 2014 – July 2014, Karachi

- I have worked as a data contractor & data supervisor in CHS. Signed contract with the management of project “NIGRAAN” for data entry and data cleaning of 1400 forms.

**Research Assistant (Aga Khan University)**

**Department of Emergency Medicine (WHO Collaborating Centre)**

October 2012 – April 2014

- Worked as a research assistant for different projects. My duties were to develop a database for questionnaires of different projects in EPI Data.
- Managing field staff and ensuring the quality of data
- Supervise teams in the entry & cleaning of data.
- Logistic arrangements for the field.
- Keeping liaison with the principal investigator with different departments (Statistician, Finance, Transport, Research, etc.).

**Field Supervisor (Aga Khan University)**

**Department of Emergency Medicine (WHO Collaborating Centre)**

August 2012 – October 2012

- Managing logistics and Forms.
- Ensuring quality of data collection from the field.
- Responsible for mobilization of field teams.
- Reporting to supervisor on daily basis.
- Maintaining hard data.

**Courses:**

- **Statistics, Data Management & Analysis** course from Aga Khan University Karachi.



- Certificate of Information technology from “The experts”.
- One-week Computer course from Aga Khan University Karachi.
- One-week training in Field monitoring of Programmes of Education, Health, Nutrition, Child protection, and water environment and sanitation.
- Trained in giving first Aid.
- English language course from AEMS distance learning program.

#### **Strengths & Skills:**

- Understanding of Education, Health & Nutrition, and Child Protection programs implementation & monitoring
- **Knowledge of various computer packages like Windows, SPSS, EPI DATA, EPI INFO, CSPRO, ODK, STATA, END NOTE, MS PROJECT, MS Word, MS EXCEL, Online databases, Internet Explorer and managing email**
- Experience in coordinating teamwork
- Team Management, Training of staff, Presentation & Reporting

#### **INTERESTS:**

- Founding president of “Chitral Students’ Welfare Association” Karachi.
- Active participation in social work and attending skill-enhancing workshops.
- Reading.
- Playing chess, cricket, football, swimming, hiking & internet surfing.

## **Education**

### **BS in Economics, University of Karachi, Karachi**

Jan 2008 — Dec 2012

Human Resource Management, Public Finance, Economic Planning, Mathematical Economics, Statistics, Micro-Economics, Macro-Economics, International Economics, Econometrics, Monetary Economics

### **FSC Pre-Engineering, BISE Karachi**

Aug 2004 — Jul 2007

Mathematics, Chemistry, Physics

### **Matric, Pamir Public School Booni Chitral, BISE Peshawar**

Feb 2002 — May 2004

Mathematics, Biology, Chemistry, Physics

**References:** Will be furnished upon request.