**Ali Raza**

**Social Development Professional**

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| **Father Name: Shahid Iqbal**  **CNIC: 54400-1115849-3**  **Date of Birth: May 18, 1993**  **Twitter @Economist Raza** | **Address: Flat No 1/C, PHA Apartment, Ibn-e-Sina Road g-11/3, Islamabad**  **Phone:03347881889, 03366990995**  **E-mail:** [**rajaali2126@gmail.com**](mailto:rajaali2126@gmail.com) |

**Professional Summary**

Professional monitoring and evaluation officer with seven years of experience dedicated to tracking and reporting. Three years of prior experience in management developing performance metrics. Professional experience and education have helped to develop a comprehensive view of the production process, including how to accurately measure progress beyond simply reporting numbers. Recognized in the past for having a unique understanding of how to identify areas outperforming expectations as well as those that need improvement and looking to employ those skills to help further the progress of another professional organization.

**Skills**

* Expert-level understanding of performance evaluation, including the assessment of metrics, comparative analysis, and future projections based on improvement.
* Familiar with data mining applications used to retrieve information for analysis, as well as electronic reporting tools.
* Excellent oral and written communication skills, evidenced by comfort in sharing and interpreting report data with managers and preparing statements to be reviewed by stakeholders.
* Result- based Management (RBM): rational utilization of the project resources to achieve the direct results or output.
* Intermediate results or effects, determine the consequences of the direct results by different indicators.
* Draft the final results to achieve the milestones.
* Recognized by employees as being empathetic and helpful in understanding their evaluations.
* Organized and detailed in all aspects of work.

**Work Experience**

**Monitoring and Evaluation Officer**

**January, 2020 – Till Dated**

**Taraqee Foundation**

**Provision of Self-reliance, Livelihood, Education and GBV Programming for Afghan Refugees in Urban Settlement of Quetta Urban.**

**Being a Monitoring and Evaluation officer, I was performing the following responsibilities:**

* Develop and strengthen monitoring, inspection, and evaluation procedures
* Monitor all project activities, expenditures, and progress toward achieving the project output
* Recommend further improvement of the logical framework
* Develop monitoring and impact indicators for the project’s success
* Monitor and evaluate overall progress the 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 National Project Director/Project Manager
* Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project
* Assist the Project Manager in the preparation of reports on the findings and lessons learned from project innovations
* Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS
* Develop an M&E system for the Project and for the government counterpart/stakeholders
* Assist the Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities
* Managing and recordkeeping of the project activities document
* Data consolidation, verification, and analysis
* Development of the monitoring reports (weekly, monthly & quarterly)
* Conduction of MEAL workshops

**Project Lead / M&E Officer**

**September, 2020- December, 2020**

**Taraqee Foundation**

**Assistance to Vulnerable Women Affected by Current Socio-Economic Situation in Balochistan”**

**As a project lead and M&E officer, I was responsible for the following Responsibilities.**

* Managed team meetings and discussed the project's goals and objectives.
* Monitored progress and examined risks of various projects, including setting forth contingency plans.
* Weekly coordination meeting with senior management to provide detailed reporting in order to achieve the milestone within the time bracket
* Planned, executed, and controlled assigned projects, ensuring work performed complied with contractual requirements.
* Produced quality standards, checklists, report templates, and processes.
* Support the project team for the Key informant Interviews (KII) and Focus Group Discussion (FGD) to gather some evidence–based sample data on the impact COVID response.
* Provided Research / Analysis reports on the bases of KII and FGDs.
* Monitoring of all activities including Distribution of food packages, Hygiene kits, and provision of food to refugee females in different refugee localities.
* Data consolidation, verification, and data analysis
* Conduction of the assignment, baseline surveys
* Maintained report portal in conjunction with software solutions development team..

**Monitoring and Evaluation officer**

**August, 2017 – December, 2019**

**Taraqee Foundation**

**Provision of MNCH & Preventive Health Care Services and Health & Hygiene Education for Afghan Refugees in Loralai, Pishin, Chaghi and Quetta" Funded by UNHCR.**

**Being an analysis and monitoring officer, I was responsible for the following responsibilities:**

* Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
* Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
* Develop the overall framework, for project M&E, for example, mid-term project review impact assessment, final and evaluation, developed project Performance Monitoring Plan with relevant data collection systems.
* Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
* Develop baseline data for each project component and for all project indicators.
* With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support, and resources.
* Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
* Organize and undertake training with collaborating partners on M&E as required
* Check data quality with partners.
* Maintain and administer the M&E database; analyze and aggregate findings.
* Support project progress reporting, project mid-term review, and final evaluation.
* Conduction of the monitoring trainings and facilitating the MEAL workshops

**Monitoring & Evaluation (M&E) Assistant.**

**August 2015 – July 2017**

**Taraqee Foundation**

**Early Grade Reading Assessment-SGAFP**

**As a project Monitoring & Evaluation Assistant in different project in all over Balochistan, I was responsible for the following responsibilities**

* Collect data and information on project initiatives, activities and field visits with Monitoring and evaluation officer.
* Maintain database for tracking progress from different districts.
* Provide data and Information needed for reports and other materials to the project staff and MEAL manager.
* Conduct field visits during survey/data collection by consultants and vendors to different districts.
* Monitor the activities of project implementation plan and work on implemented accordingly.
* Assisted M&E officer to design and implement system for M&E, Plan and report to the reporting officer, official management and doner.
* Draft regular project reports and assist in preparing review reports with MEAL officer.
* Provide administrative support to M&E activities.
* Assisted MER Officer to design and implement systems for M&E Plan, and reporting on project to TF management, donors, and other stakeholders.
* Support consultant in conducting Impact Evaluation of the ECD Project

**Education**

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| **2021, 11 -** | **MPH (Master in Public Health)**  **Al- Hamd Islamic University, Quetta (Continue till Feb 2024)** |
| **2021,12 – 2021, 08** | **Master of Arts: International Relations**  University of Balochistan - Quetta, Balochistan |
| **2011-09** - **2015-12** | **BS(Hons): Economics**  BUITEMS - Quetta, Balochistan |
| **2011-09** - **2013-03** | **Bachelor of Arts: Economics, Mathematics and Persian**  University of Balochistan - Quetta, Balochistan |
| **2009-10** - **2011-09** | **Associate of Science: Pre-Engineering**  Govt. General Muhammad Musa Degree College - Quetta, Balochistan |
| **2000-03** - **2009-07** | **High School Diploma**/Matriculation |

**Reference**

**Asad Ali**

**Project Associate WFP**

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**Ajmal Minhas**

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**Misbah Ashiq**

**M&E officer VSO**

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