**Rafi Ullah**

**Location:** Mardan, Khyber Pakhtunkhwa, Pakistan

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**Project Management Professional – NGO Industry**

**Expert in**: Humanitarian Management | Project & Program Management | Monitoring & Evaluation | Counselling | Gender Based Violence | SRHR | Child Protection | Life Skills Based Education | Social Mobilization | SDGs | Grant Management | Women Empowerment | Case Management | Mobilization & Advocacy | Area Profiling & Monitoring | Partnership Building | Donors Reporting | Communication | Capacity Building | MS Office (Word, PowerPoint, Access, and Excel) | Kobo Toolbox

***~ Highly dedicated leader with 10+ years’ experience in humanitarian programs/projects management and community development with world-known non-governmental organizations, development agencies, INGOs, and government organizations at the federal or district levels.***

***~ Adept at conducting project evaluations, project needs assessments, pre-post knowledge, attitudes, and practices surveys, and reporting.***

**PROFESSIONAL OVERVIEW**

* Results-oriented manager with extensive experience leading projects from planning to successful completion. Expert in using of project management tools and process.
* Proven success in partnership building and strong coordination. Expert in working with government line departments and partner NGOs, as well as mobilizing resources and reporting to donors.
* Adept at helping governments in planning, executing, and monitoring projects in accordance with the SDGs.
* Instrumental in maintaining and improving policy dialogue related to reproductive health and gender based violence in civil society organizations within country.
* Skilled at participatory and consultative management, judgment and decision-making in consortiums or alliances with knowledge of issues related to project management , Counselling , gender, cultural diversity, governance, child protection, and human rights.
* Ability to conduct research studies such as project evaluations, need assessments, pre/post KAP surveys, and reporting. Effective communicator, able to work with diverse groups of people to achieve shared goals.

**CAREER HIGHLIGHTS**

* Raised quality of information and education to stop early age marriages, gender based violence, stigma, child abuse, discrimination, and attitudes related to reproductive health towards young people, women, and marginalized groups.
* Provided unrestricted availability to a range of healthcare services related to sexual and reproductive health.
* Enhanced capacity of decision makers, young people, and women and marginalized groups to make safe and informed decisions about their health and learn skills through Life Skills Based Education as per cultural need.
* Increased capacity of civil society organizations to manage reproductive health education, Gender Based Violence (GBV) information and Youth Friendly Health Services (YFHS) interventions.
* Facilitated the management in outsourced research activities, such as monitoring contract deliverables and timeframes and coordinating all data quality control systems.
* Performed field visits to assess program implementation and facilitate teams in creating and revising M&E reports.
* Built collaborative and strategic relationships with civil society partners NGOs and other stakeholders at the State level to process and consolidate information and documentation from multiple locations.

**PROFESSIONAL EXPERIENCE**

**IOM - UN Migration** • Peshawar, KPK Pakistan • 10/2022 – 12/2022

***Project Name: Baseline Mobility Study (BMS) & Community Based Needs Assessment (CBNA)***

**Enumerator**

* Achieved bottom-line results by leading surveys, gathering key qualitative/quantitative information, and recording responses from individuals and organizations.
* Built synergies with stakeholders including government officials to identify community needs based assessment.
* Maintained accurate and up-to-date records of survey progress and completion while using data app and KOBO.

**Precision Health Consultants (PHC) Global Pvt. Ltd •** Mardan, KPK Pakistan • 08/2022 – 10/2022

***Project Name: TCV (Typhoid Conjugate Vaccine) Mass immunization Campaign, advocacy, and communication TA implementation, and implementation phase III (Health)***

**Field Associate**

* Set a benchmark of excellence by creating, executing, and validating micro and community engagement plans.
* Developed needs assessments, survey, and research protocols and trained data collectors and study implementers to achieve desired results.
* Held full accountability for area profiling, monitoring and evaluation, advocacy, social mobilization, GBV, refusal cases coverage, and timely engagement of stakeholders in TCV (Typhoid Conjugate Vaccine) campaign.

**Khpal Kore Organization (KKO)** • Mardan G.P.O., Peshawar, Pakistan • 06/2019 – 06/2022

***Project Names: FEMPOWER | SDGs Watch Pakistan Program | COVID -19 Emergency Program***

**Program Officer**

* Developed and strengthened long-term working relations with project partners and offered robust technical support, coaching, listening, and empathy throughout implementation to grow the organization’s network.
* Skillfully examined and oversaw progress/final project reports and delivered feedback to project leaders to support participatory development practices while assessing every project for growth and sustainability.
* Rendered a keen eye for detail to collect and analyze projects data and prepare promotional materials, publications, events, and other reports.
* Upheld a finger on the pulse of articles, literature, events, conferences, and trending news related to projects.
* Assured internal coordination programming through close collaboration with development and operations teams.

**Khpal Kore Organization (KKO)** • Mardan, KPK, Pakistan • 12/2018 – 05/2019

***Project Name: Annual Status of Education Report (ASER Pakistan) (Short term Project)***

**Monitoring & Evaluation (M & E) Officer**

* Created, oversaw, and executed the M&E activities and outputs of the project as well as utilized numerous M&E tools to collect key information.
* Offered strategic direction, guidance, advice, and technical assistance to the staff in examining project Scope, reviewing LFA, and ensuring smooth running of the project and activities
* Delivered first-rate assistance to the Project Manager in producing quarterly/annual reports on project progress.
* Created and retained MIS reports of the project in a timely manner.
* Performed field visits to monitor and check quality of records while assuring the accuracy of record.
* Facilitated in managing workshops and training programs, creating reports, and controlling costs.

**Idara-e-Taleem-o-Aagahi** • Mardan, KPK, Pakistan • 11/2017 – 11/2018

***Project Name: Accelerated Learning Program***

**Accelerated Learning Program Officer**

* Achieved objectives by organizing enrollment campaign and overseeing the project smoothly in District Mardan.
* Played an integral role in development and management of organization programs, such as recruitment, hiring, staff development, project management and implementation and everyday management of activities
* Succeeded in developing long-term partnerships with CSOs, line departments, and community organizations to raise funding, expand resources, and educate the public about the work of a particular foundation.
* Identified, examined, and resolved complex issues in the project while enrolling 1200 school children in various government school and developing learning skills of 1600 children.
* Organized various event as well as conducted meeting with government officials and LG members.

**Step Towards Empowerment of People** • Mardan, KPK, Pakistan • 05/2013 – 10/2017

***UJALA Project***

**District Coordinator**

* Formulated project related narrative, financial, and routine reports while administering financial planning, controls, and utilization of the project budget.
* Assured team work and capacity building of the local field staff in District Mardan related project components and protection sensitive programming.
* Interacted with stakeholders to identify potential crisis, examine challenges to the project scope, devise contingency plans, and track timelines and milestones of the project.
* Improved capacity of decision makers, young people, and women and marginalized groups to make safe and informed decisions about their health and learn skills through.
* Enhanced quality of data and education to stop gender based violence, early age marriages, child abuse, stigma, discrimination and attitudes related to reproductive health towards young people, women, and marginalized groups.
* Raised capacity of civil society organizations while maintaining policy dialogue and supervising reproductive health education, Gender Based Violence (GBV) information and Youth Friendly Health Services (YFHS) interventions in civil society organizations within country.

**Additional Experience:**

**Volunteer (Health Promotor)** ● Palladium International ● 08/2017 - 07/2018

**Teacher** ● Oriental Public School (OPS), Mardan KP ● 03/2010 - 04/2013

**EDUCATION**

**Master in Political Science,** The University of Peshawar, Pakistan

**Graduation in Sociology & Political Science**, University of Peshawar Pakistan

**PROFESSIONAL TRAINING & COURSES CERTIFICATE**

**Monitoring and Evaluation,** Rabta Kar Development Consultants Private Limited Islamabad

**Rural-Urban Migration Causes & Effects,** AHK- National Commission for Rural Development

**Counselling Skills Certificate Course,** Counselling Practitioner

**Report Writing Skills for Development Projects,** AHKRCRD, Islamabad

**Planning and Management of Development Projects**, AHK-NCRD, Islamabad

**BSAFE,** UN Volunteers

**Prevention of Sexual Exploitation and Abuse**, UNDP

**Prevention of Harassment, Sexual Harassment and Abuse of Authority**, UN Volunteers

**How to Make a Better Workplace**, UNAP, Online

**Class Room Management & Child Psychology,** Oxford University Press, Mardan

**NGO Capacity Building& Good Practices,** Green acre Associates UK, Peshawar

**Human Rights of Gender & Sexual Minorities,** Vision, Murree

**Improving Public Service Delivery through Civic Participation by Effective Implementation of KP Good Governance Legislative Framework,** USAID/CGPA, Mardan

**Nutrition Budget Advocacy,** Nutrition International/URDO, Peshawar

**Annual Status of Education Report,** ITA, Mardan

**Behavior Change Communication,** Palladium International, Mardan

**Sustainable Food & Nutrition Security Programming,** Nutrition International/SUNCSA, Islamabad

**Capacity Building on SDGs,** AwazCDS/VSO/Ukaid, Islamabad

**Organization Policies & Financial Protocols,** AwazCDS/UJALA, Islamabad

**Capacity Building of CBOs,** Shirkatgah, Lahore

**Holistic Safety & Socio-Psycho Well Being,** DCHD, Lahore

**Child Protection & Safeguarding Training**, British Council

**TRAININGS CONDUCTED**

**Annual Status of Education Report**, KKO/ITA, Charsadda

**Leadership Replication**, KKO/Shirkatgah, Mardan

**Holistic Safety & Socio-Psycho Well Being**, DCHD, Mardan