**Bilawal Bajeer**

**Father’s Name:** Muhammad Ramzan

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**CAREER OBJECTIVES:**

To support development process through maximum involvement of communities at all levels, enable people to develop skills & abilities to become self-reliant in making decisions & taking actions essential for their development, to meet sustainable development & Community Empowerment goal.

**SUMMARY:**

Development Professional with 7 year diversified experience in Community development, Project Management through Capacity Building, Social Mobilization. Strong conceptual and analytical skills, demonstrated ability to work effectively in a multilingual, multicultural environment. Worked extensively in Capacity Building of Community groups, staff, and stake holders, worked with INGOs, National NGOs, and Local NGOs for international donor agencies / donor agency projects.

Excellent understanding of community dynamics, genuinely committed to community- based development, Strong ability of team building, management and leadership. Cultural and gender sensitivity, proven ability to work with a wide range of players including local project staff, international staff, Government Officials, and field-based project implementers.

Hands on experience working in sectors of Community Physical infrastructure, Health, Education, Livelihood, Rehabilitation of flood affected, Poverty alleviation, Enterprise development, and Governance funded by UNDP, UNICEF EU, Trociare International, British Council, Mercy Corps, Global Fund, Oxfam-GB.

**ACADEMIC QUALIFICATION:**

**Post Graduate: Master in Commerce 2nd Division-University of Sindh**

**Graduate : Bachelor in Commerce -1st Division-University of Sindh**

**Intermediate : Pre-Medical-B Grade-BISE Hyderabad**

**Matriculate : Science-A-Grade-BISE- Mirpurkhas**

**COMPUTER EDUCATION:**

One Year Diploma in Computer &Business Management (DCBM)-IMSA-Hyderabad

**SKILLS:**

* Ability of program management
* Good interpersonal communication skills.
* Proficiency in organizing and facilitating trainings.
* Competency of effective coordination and liaison.
* Operations and team management.
* Disaster management.
* Strong Social Mobilization and Community Organization Skills.
* Possess good Report Writing Skills
* Proficient in MS Excel , MS word , Power Point ,Internet
* Sound decision making and problem solving skills
* Skilled at project planning &implementation
* Experience in Financial Management
* Experienced in teambuilding
* Ability to meet deadline

**PROFESSIONAL EXPERINCE**:

**Position Title: MEAL Assistant**

**Project Name: Conditional Cash Grant to Flood Affected Area**

**Project Donor: World Food Program-WFP**

**Duration: April-2022 to Continue**

**Job Description:**

* Assist MEAL Officer to prepare validation plans and delivery schedules in close coordination with the project teams.
* Verify daily updated hard and soft data.
* Monitor that information concerning cash disbursement schedules are disseminated well in advance to the relevant beneficiary.
* Monitor that all equipment & materials are available at the disbursement points.
* Assist and monitor that appropriate cash distribution to eligible recipients/beneficiaries according to the approved plan and as per agreed amount and standard as approved by the donors.
* Randomly monitor the processes with staff as well as beneficiaries; properly document the result and report to MEAL officer for further actions.
* Assist in Post Disbursement Monitoring with beneficiaries as per HAP MEAL Guidelines
* Conduct frequent field visits for validation and monitoring.
* Assist in collection of beneficiary complaint response mechanism data.
* Take lead on entering beneficiaries’ data in the program database.
* Any other responsibilities assigned by the supervisor

**Position Title: Co-Trainer –IEC-Net**

**Project Name: Growth for Rural Advancement and Sustainable Progress (GRASP) project. Funded by the European Union (EU)**

**Duration: November-2022 to Jan-2023**

**Job Description:**

Heading the matching grants fund component of the project. GRASP European Union funded ITC fund aims to provide growth capital coupled with technical assistance at Macro, Micro level to strengthen, expand and improve quality around value chains (Dates, Onion, Banana, Mangoes, tomatoes, cattle, Goat, olives, grapes, poultry, sheep’s) to increase productivity and profitability of SMEs around these values chains. The fund will not only provide growth /expansion capital but also capacitate SMEs in access to capital / Markets and adopting green technology.

My responsibility as a **Co-Trainer** by **IEC-Net** to provide all technical assistances **in Business Development Plan** along with capital structuring, access to finance and financing to lead enterprises and High impact **SMEs** of Partner organizations RDF, GSF, SAFWCO and TRDP The project is part of the focal sector “Rural Development” of the European Union Strategy called Multiannual Indicative Programmed (MIP) for Pakistan: 2014–2020.

**Position Title: Field Supervisor at RIZ Consulting**

**Project Name: Geographical Coverage Support System (GCSS) Karachi Duration: September 2021 to date**

**Job Description:**

Training, mentoring, monitoring of polio teams across different UCs in Karachi on Geographical Coverage Support System (GCSS). The role involves the Validation of Red Areas as highlighted with extensive field reporting.

* Master Trainer Teams, AICs, UCMO levels in Pre Campaign
* Engaged in Polio campaigns, GCSS coverage monitoring
* Liaison with UCMO and AICs
* Field monitoring GCSS (Geographical Coverage Support System) app aimed at monitoring Polio coverage in Karachi and Hyderabad
* Field Facilitator at GCSS app during Intra Campaign
* Validate missing spots visible at system dashboard in Post Campaign
* Submit daily reports to the management within deadlines
* Coordinate with the assigned UC level staff
* Data entry on Google sheets & MS Excel
* Cash disbursements to Teams, AICs, UCMOs for GCSS allowance
* Spot checks Targets achieving

**Position Title: Field Associate at Laar Humanitarian Development Program (LHDP)**

**Project Name: Flood Emergency Response (Cash For Transfer)-Funded By: Oxfam GB District Mirpurkhas, Duration: 17 November-2020 9th Jan-2021**

**Job Description:**

* Develop appropriate targeting criteria and mechanisms to ensure the needs of identified vulnerable groups are met.
* Ensure the community participation in the project activities
* Form / re-organize village development committees (VDCs) male/female
* Conduct Village mapping/profiling through different PRA tools (i.e. is BBCMs, Mapping/profile, Focus Group Discussion conflict resolution wealth ranking etc
* Mobilize community and orient project and organization’s mandate
* Work with community members to map and prioritize community needs
* Identify and organize appropriate capacity building, and technical resources to support project implementation
* Ensure strong community mobilization for cash disbursement
* Lead and support field level beneficiary assessment and selection process

**Position Title: Field Monitor at UNDP-Pakistan *[Feb, 2020 to August 2020 (Part Time]***

**Project Name: Youth Innovative Change)**

**Job Description:**

* Conduct M&E initiatives for an assigned Implementing Activities including monitoring data quality tracking the progress of activities
* Perform field visits as per need to ensure the quality Program Activity, gathered data by the project implementing partner and to verify the accuracy of the reported data.
* Submit Report Youth Innovative Change Monitoring Activity on Google database format

**Position Title: Field officer at Sindh Development Society-SDS**

**Duration: [*Sep-19to15th Sep, 2020]* Project: ILMPOSSIBLE: Take a Child to School (TACS)**

**Funded By: British Council- Pakistan Project Location: Hyderabad, Jamshoro**

**Job Description:**

* Facilitate the process of “Community Action Plan (CAP)” preparation in each Mohalla
* Committee through the standard CAP process of the project.
* Conduct Teacher Training on Extra Curricular Activities under Dosti Component.
* Facilitate the process of obtaining community endorsement of Community Development Plans.
* Identify the areas and enrolled out of School Children through Ilmbassadors
* Monitoring of all project activities like Recruitment of volunteers/ILM-Bassadors, trainings, Mohalla committee’s formation process and meetings, Enrollment of children through selected ILM-Bassadors and other project related activities.
* Physical project activities under the MC action plan.
* Facilitate the process of identification of sites for advocacy and awareness campaigns and if any readjustment is necessary for implementation of the projects, facilitate negotiation among community members through close coordination with local education department’s Officials.
* Provide trainings to the MCs to design, plan and conduct “Social Action Projects” supporting the ILMPOSSIBLE initiative in the local community, Completed 10 SAPs in year 2019
* Ensure establishment of clear ownership, structure for maintenance and financial and technical resources as per the maintenance approach of the project.
* Facilitate resolution of dispute, conflicts between individuals and among members of Mohalla committees.
* Conduct baseline survey of the beneficiaries to establish baseline data of the community on some key indicators to measure impact of the projects

**Position Title: Field officer *at* MERCY CORPS International Duration: *[December, 20, 2018 to 28th August, 2019]* Project :( Global Fund-TB Project LHW- Component) Project Location: Umerkot**

**Job Description:**

* To work closely with Field Supervisor for the implementation of project activities
* To conduct regular visits of private and public health facilities and labs engaged with the project to ensure proper recording of patients registered through the project
* To coordinate with Lady Health Workers (LHWs) and Lady Health Supervisors (LHS) for sputum transportation of TB presumptive cases from households/health facilities to the nearest public or private lab engaged with the project
* Closely coordinate with Field Supervisor to ensure cases registered through NFR – LHW Component project are included in district data.
* Conduct him/herself professionally and personally in such a manner so as to bring credit to Mercy Corps and in no way jeopardizing its humanitarian efforts

**Position Title: Treatment Support Coordinator *at* THE INDUS HOSPITAL**

***Duration: [December, 2016 to 31st Dec-17]* Project: MDR-TB (Global Funded)**

**Project Location: Hyderabad, Matiari**

**Job Description:**

* Liaise with GP in their catchment area to send suspect TB Patient and inform them about DRTB
* Map all Treatment Supporter and in their Cluster
* Report all adverse event/unusual event on patient incident from the team
* Identify treatment supporters for patient
* Visit TB Treatment and Diagnostic Centre to Send CAT-2 Failure Patient IH for DR-TB Screening
* Surprise visit to Patient Home to monitor to TS Providing DOT Attendance Time Line etc.
* Monitor and ensure compliance of all rules and regulations about drug storage administration and all other guideline by both treatment supporter and patients.

**Position Title: Filed officer and Facilitator at Sindh Development Society**

**Duration:*[June 2014-to May-2016]*Project: (Empowerment of Women for the Reduction of Gender Based Violence) Project Location: Hyderabad, Jamshoro**

**Job Description:**

* To raising awareness community on empowerment of women and gender based violence
* To facilitate the community women organization CBOs and LRCs on vocational and Gender Based Violence Training
* Formation of Youth Group and Father Group and Conduct the Training on Gender Sensitization and Vocational Training for GBV survivor
* Conduct Training Session and Dialogue with District Vigilance Committee and Advocacy Group Regarding GBV Cases.
* Prepare a profile of the village by collecting data on village statistics particularly on status of the village population and division into better off, well off, poor, poorest and destitute.
* Data collection, Conduct Focus Group Discussion, Transect Walk and Interviews and Observation to gathered information regarding Gender Based Violence
* Provide assistance in program baseline/ need assessment surveys, midterm reviews, end of project reviews and impact assessments and other relevant studies as per the programs.
* Preparing monthly, quarterly, six monthly and annual reports about social mobilization Training activities for submission to the Project Manager.

**Large Scale Survey Experience:**

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| **S.NO #** | **Title and Position** | **Key Take**  | **Client** | **Duration** |
| 1 | Enumerator | Early Grade Reading AssessmentPakistan Reading Program | Management System International | *1st June 2013 to 30th June 2013* |
|  | Field Researcher (Team Leader) | Annual Progress Review of project Empowerment of women for Reduction of Gender Based Violence,In-depth Interviews/FGDs | Trocaire International | *November, 01, 2016 to Nov: 12, 2016* |
| 2 | Enumerator  | Data collection, Interviews of HH/Individual/MUAC,Nutrition, WASH, shelter and FSL FGDs | ACTED International | *November, 22 2016 to 15 Dec-16* |
| 3 | Team Leader  | Interview with community Rural Young men and Women * Community, FGDs, Transect Walk
 | DevTrio Consultant Lahore  | *May 5, 2018 to 20th May 2018* |
| 4 | Team Leader  | School Validation and Evolution of Project Multinet Pakistan and Sabaq Program  | VTT-Global  | Feb-10.2018 to Feb 30,2018  |
| 5 | District Field Supervisor  | Sindh Education Foundation Schools Validation Activity  | VTT-Global  | ***4,*** *December, 2018 to 20th Dec, 2018* |
| 6 | Field Researcher | HH Survey Interviews (Strengthen Civil Society) | Glow Consultant | *Oct-8,2020 to Oct- 16-20* |
| 7 | Field Researcher  | Evolution of Project Locust Control in TharParkar Beneficiaries Interviews, In-depth Interviews, and FGDs | Beyond Solution  | *17 October,2021 to 25 October 2021* |
| 8 | Field Monitor/Supervisor  | A project of WHO on Polio Digitalization (Geographical Coverage Support System) | RIZ Consulting  | *Form Dec-2021 to date*  |
| 9 | Field Researcher  | Monitoring and Evolution of Project End line (SUCCESS Project ALNP Centers) | Devtrio Consultant  | *June 2022*  |
| 10 | Field Researcher  | Project Evolution: Better Cotton Initiative- BCI)KII interviews, Stake Holders Interview, FGDs | Devtrio Consultant  | *Jan-2023 to 30th Jan-2023* |
| 11 | Field Enumerator  | KII interviews, Stake Holders Interview, FGDs | United Nation Food and Agriculture Organization (UNFAO) | *14 Feb 2023 to 5 March-2023* |

**MASTER TRAINER:**

**Currently I am also serving as a Master Trainer at National Financing and Literacy Program for Youth (NFLP-Y)** \_a Program of **State Bank of Pakistan** aim of this Program is to impart essential financial education to Pakistani and school going children for strengthening of their money Management Skills an understanding of Financial Matters.

Previous, I has been Master Trainer of ROZAN- Islamabad based Organization, working on Engaging Men for the Reduction of Gender Based Violence along with Masculinity.

I have been Master Trainer of AAHUNG- Karachi based Organization, working on (PursakoonAzdawajiZindagiAurUnkiEhmiyat) and Reproduction of Health.

**TRAININGS AND WORKSHOPS:**

* Attend Three Days ToT on **“Module ZindagiGuzarnykiMahaarteen”** Organized by Trocaire International at Islamabad Pakistan
* Attend Six Days ToT for **“Enterprise Development, Basic Entrepreneur Skills**“ by **Avecina and Bin-Anwer at** Hyderabad Sindh
* One Day media Training Workshop for **Media and Communication Professional** organized by Oxfam GB at Hyderabad
* Three Day workshop for **journalist and CSOs on Working with Local Radio Stations** by **Pakistan Press Foundation** at Karachi
* One day seminar on **youth Affairs** organized by **ShirkatGah** at Karachi
* One day Training on “**Disaster Risk Reduction (DRR)”** Organized by IMMAP-International at Hyderabad Sindh
* Seven Day ToT on  **Father Hood and Engaging Men to End GBV** Organized by **ROZAN Pakistan** at Islamabad
* Four Days Training on **Active Citizen** By **British Council** and **ShirkatGah**at Hyderabad
* Seven Days TOT on **Sexual Reproductive Health and Right (PurSukoonAzdawajiZindgi)** organized By **Aahung** Pakistan at Hyderabad
* One Day Training on **Sexual Reproductive Health and Right** By **Hayat Organization**
* Five Days Advance Training of **Mainstreaming HIV &AIDS in GBV** By **Trocaire and AMAL-Pakistan** at Hyderabad
* Four days **Research Study on House Hold &School Survey** by **Action Aid**
* Attend Two Day Workshop On **Disaster Management, Preparedness & Planning Skills** organized by **Sindh Community Foundation** at Hyderabad
* Attend One Day Training on “**Result Base Management** “by Sindh development society
* Attend Six Days Training on **SASA Module** organized By **Trocaire International** at Islamabad
* Attend Two days Training on **MULTI-SECTOR INITIAL RAPID ASSESMENT (MIRA)** organized by NDMA at Hyderabad Sindh Pakistan
* Three Days Training on **Community Mobilization** organized By CGN-P and British Council Pakistan

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**REFERENCE:** Will be furnished on demand