

ABDUL SALAM

+92 (333) 927 7374 | asa7374@gmail.com | Kohat



Professional Summary

I am a highly dedicated and organized project coordinator with a diverse work history and 16+ years of broad-based experience in development sector especially in Project Management, Capacity Building, Social Mobilization, Negotiation & Mediation skills, Proposal & Report development, Monitoring & Evaluation. I am ready to oversee and manage large-scale projects from conceptual phase through completion. I have excellent communication skills and am experienced in dealing with customers, executives, and employees of all levels. I am passionate about finding the best way to complete the mission, and I have demonstrated successful leadership of several complicated projects.

Key Professional skills:

- Project Cycle Management/ Result Based Management
- Project Monitoring and Evaluation
- Program development/ Project Proposal Writing
- Report writing
- Budgeting and budget management/ monitoring
- Partnership management with implementing partners
- Leadership and team building/ management
- Interpersonal and Communication

PROFESSIONAL EXPERIENCE:

Organization: Inspire Pakistan- Islamabad
Project: Community-Based Protection efforts in ICT and Rawalpindi funded by UNHCR
Designation: Project Coordinator
Location: Islamabad/ Rawalpindi
Tenure: November 2021- To current

Main activities and responsibilities:

- Provide support to Project Manager (PM) to promote the vision, mission, and strategic goals of Inspire Pakistan, especially in Community-based protection (CBP) and Promoting Social Cohesion between Afghan Refugees and Host Communities project through Urban Cohesion Hub.
- Provide support to PM in implementation of the project, ensuring work plans are developed and followed according to donor guidelines.
- Responsible for managing budget, procurement, invoice processing, requisition creation, actual expense categorization for budget reconciliation, and financial scope control documentation.
- Facilitated and coordinated the work of multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager
- Serving as a liaison between project management and staff by developing and posting position descriptions, managing contractors, scheduling interviews, and coordinating with hiring officers.
- Directing, planning, and coordinating all support activities for the Community-based protection (CBP) project by using appropriate discretion to execute and initiate actions required for effective administration.
- Coordinating all training events and creating all training material by analyzing best practices across the projects using all media outlets (i.e. videos, printed materials, web-based curriculum, etc.).
- Ensure qualitative and quantitative information that provides evidence of impact and change.
- Responsible to develop project progress reports, success stories, case studies, field monitoring reports various reports, training and event reports, and agenda in coordination with MEL, Media and Communications, Finance department and the Project Manager.
- Manage project staff's performance to ensure effective delivery of the project.
- Prepare consolidated monthly progress updates of plans and activities and; and share these key issues with Project Manager for further actions.

Project Name	Refugee Management Support Program (RMSP) / Number 17.9059.1-001-00	Project
Consultancy Assignment	Consultant – Monitoring & Evaluation and Livelihood	
Consultant Title	Livelihood and Monitoring & Evaluation Consultant	
Reports to	Technical Advisor - RMSP	
Place of Performance	Rawalpindi and Islamabad	
LOE	25 Days	
Est. Period of Performance	September 2021 – October 2021	

Livelihood Responsibilities:

- Conduct assessments to identify local economic opportunities, skills gaps, and potential livelihood interventions.
- Develop livelihood programs that align with community needs and resources, including vocational training, income generation, and entrepreneurship support.
- Organize and deliver training sessions to enhance beneficiaries' skills, such as technical skills, financial literacy, business management, and soft skills.
- Provide guidance and mentoring the individuals in starting and managing their own businesses, including business planning, access to finance, and market linkages.

- Implement feedback mechanisms that allow beneficiaries and stakeholders to provide input, voice concerns, and contribute to program improvement.
- Use M&E findings to inform program adjustments, adaptations, and strategic decision-making for continuous improvement.
- Train program staff and partners on M&E concepts, data collection techniques, and analysis to build a culture of evidence-based decision-making.

Organization International Catholic Migration Commission (ICMC), Islamabad,
Project Refugee Management Support Programme funded by GIZ
Designation Monitoring & Evaluation and Reporting Officer
Location Islamabad/ Rawalpindi
Tenure Dec.2020 August 2021

Job Responsibilities:

- Carry out regular and routine field monitoring of program activities and produce monitoring visit reports on the given format; conduct debrief sessions with relevant program staff and develop an agreed action plan; and report to Project Manager and Head of Program.
- Ensure accountability at field level during program implementation by orienting program team and beneficiaries during activities on psychosocial, legal awareness and health related.
- Ensure beneficiaries have been oriented by project team before start of each project activity and make sure that complaints and feedback are properly acknowledged, registered, processed, resolved timely and being responded to the complainants and feedback provider.
- Identify and document time to time the key learning points during project implementation in the field and share during monthly reporting submissions to Project Manager and to technical advisor of Donor.
- Ensure smooth coordination with key working groups in the field level and other stakeholders such as Outreach Volunteers, Project Support Committees and Government Line Department in terms of monitoring.
- Ensure proper communication protocols while sharing the general and confidential information sharing with targeted and concerned staff and keep updated his/her technical supervisor, Project Coordinator and Program Manager about every development at each stage of project implementation.

Organization: FATA Secretariat Special Program (Under the Pakistan Transition Initiatives (PTI) & IOM Funded on third Party contract PEOPLE – Professional Employer Private Limited) Designation: Monitoring & Evaluation Officer (MEO) Tenure: May 2013 to May 2019

Main activities and responsibilities:

Job involves overall M&E support including log frame revision, selection of indicators, PM Plan, tools for information collection, database for tracking progress and performance. Development of outcome indicators and evaluation methodologies, including baseline information, covering social and biophysical impacts and outcomes.

Other responsibility includes:

- Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about the project implementation phase for each grant in assigned area (consensus meeting, bidding ceremony, site visit, indicator verification visit) and submit a detail report about the activities.
- Prepare and maintain database management and report generation.
- Review and support on developing Result Frameworks, M&E plans, Indicator Performance Tracking

- Tables, analysis plans, and baseline survey tools.
- Collected, analyzed, and developed periodic progress reports (Monthly, Quarterly and Annual Reports) for FATA Secretariat in accordance with approved reporting formats
- Developed Success stories and Draft “final evaluation reports” (FER) based on prescribed format after visiting a grant site for verification of indicators
- Support team members to develop and implement log-frames and activity plans which embed monitoring and evaluation activities.

Organization: Islamic Relief-Pakistan
Designation: Planning, Monitoring & Reporting Officer
(PMRO) Tenure: January 2012 to April 2013

Main activities and responsibilities:

- Established project monitoring plan and system for identifying and tracking the indicators and develop processes/procedures and forms to support monitoring,
- Monitoring and following up progress on various meetings, reports, and workshops with concerned authorities.
- Work closely with MIS Specialist in developing MIS for Education, Health and Livelihood Program with performance indicators and targets embedded in the system for implementation and tracking.
- Identifying key issues, lessons learned and identification of data sources and collection of data for monitoring purposes
- Support regular data collection, conduct analysis of data and prepare reports in collaboration with the IR-Field Team
- Responsible for the development of case studies/Success stories to capture qualitative/quantitative outputs of the project, documentation and reporting of assessments, program data of the project.

Organization: Norwegian Refugee Council (NRC-Pakistan)
Designation: Assessment, Monitoring & Evaluation Supervisor
(AMES) Tenure: September 2010 to December 2011

Main activities and responsibilities:

- Design the methodologies in coordination and collaboration with country office, government, and donor management.
- Established a functioning M&E / MIS community-based learning group structure which monitored, evaluated, and reported regarding projects (Shelter/NFI, Formal / Non-Formal Education and Vocational Training Projects).
- Lead the implementation of the project and project monitoring procedures.
- Oversee and manage the project financial, logistical, and material resources and ensure the adherence and implementation of all organizational policies and compliance with state laws.
- Provide all the information necessary for and participate in the process of drawing up monthly-quarterly-annual strategies and the budget estimates for the sector or the program.
- Coordinate, organize and chair the project steering committee meetings and key action points followed and implemented.
- Conduct Capacity building workshops with project staff, partner management, line departments and stakeholders.
- Identifying and resolving conflicts within the team to help promote a productive working environment for all team members.
- Strictly follow and facilitate the implementation the M&E policy and associated tools. Update and maintain the project management toolbox (PM-Box).
- Ensure timely M&E data collected and shared by partner and the timely/ quarterly project planning and reviews with close coordination with project team and Country Director.

Organization Sheladia Associates Inc.-Implementing Partner of
USAID Project FATA Livelihood Development Program -USAID
Designation Program Officer (Monitoring &Evaluation) Location
Khyber Agency / Peshawar
Tenure August 2008 to July 31, 2010

Job Responsibilities were to:

- Establish and developed a performance monitoring framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats and frequency, for effective monitoring, and updating progress of the project.
- Organize and facilitate learning workshops for the project staff to document lessons learned, good practices, areas of improvement and potential case-studies/success stories development.
- Facilitated the implementation of the M&E plan by regularly revising and updating performance indicators, methods, formats, and analytical processes.
- Designed the formats and procedures for operational monitoring,
- Identified and designed Performance Indicators, Performance Indicator Reference Sheet (PIRS) and targets for each project component and for each level of the objective hierarchy,
- Facilitated training on M&E and facilitated M&E design and implementation processes with implementing partners and primary stakeholders,
- Identify lessons learned, constraints, and project impacts based on determined theme and/or sector for inclusion in FERs
- Conduct data quality assessments & data audits to ensure that the collected data is accurate and maintain the integrity of the program.

Organization: KPK Environmental Protection
Agency Designation: Data & system Analyst
Tenure: Feb-2007 to August 2008

Main activities and responsibilities:

- Development and implementation of an Environmental Management System (EMS).
- Compiling weekly, monthly, quarterly, and annual reports for internal and external reporting purposes.
- Advise on appropriate disposal of hazardous wastes and assist the relevant department to develop recording systems for hazardous wastes.
- Ensure that all routine monitoring, inspection duties and procedures are suitably documented using the EMS format.
- Developing and maintaining good external relations with the various Government Department (Mines and Energy, Forestry, Environment), forestry concession holders, NGOs (various environmental action groups) and the local community
- Assisting departments in developing and maintaining environmental training program to improve environmental awareness and local communities and providing and environmental induction for new employees and contractors.

Organization: National Commission for Human Development (NCHD)
Designation: Community Mobilization Officer
Location: Kohat, Orakzai Agency, Pakistan
Tenure: September 2005 to January 2007

Job Responsibilities were to:

- Coordinate in designing, developing, implementing, and monitoring of community mobilization strategy/activities in the agency
- Liaise and coordinate with other NGOs, community Organizations, Health Management Team, and other consortium partners to develop strategies for mobilizing communities
- Contacting and organizing local communities in the most appropriate forms of organization

Training local leaders and activities in the basics of organizing communities and introducing a programme of savings, capital formation, and skill development.

- Managing for NCHD intervention such as Community Physical Infrastructure, Health awareness activities, Education awareness.

Academic Qualification:

Degree Name: Bachelor of Education (B. ED), Al-Khair University

Degree Name: B. Sc (Hons) in Computer Science, Kohat University (KUST)

References: Available upon request