**AFTAB KHAN**

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**PROFESSION: Monitoring and Evaluation**

**OBJECTIVES**

To pursue a career in Economics, Planning, Poverty reduction, management and Development, Community Development, Project Management, monitoring and evaluation sectors that give me recognition and opportunity to assume increasing responsibilities, with the passage of time; combining job satisfaction with a reasonable earning and honourable living.

**PROFESSIONAL EXPERIENCE**

**Monitoring, Evaluations and Learning Expert (SB5)**

**United Nations Industrial Development Organization, Islamabad**

**February 2023 to date**

* Ensure that the donor’s M&E requirements are being fulfilled.
* Support the implementation of the PPSE project Monitoring, Evaluation and Learning (MEL) plan.
* Develop a data collection plan, contribute to the qualitative and quantitative data collection and compile them on a quarterly basis.
* Undertake regular calls/monitoring visits and other needed methods to monitor and collect relevant data related to project activities.
* Ensure quality assurance of monitoring and evaluation standards.
* Maintain an effective updated filing system of M&E-related documents.
* Perform data quality assessments for selected indicators required by the donor.
* Preparation and submission of quarterly M&E updates, and related documents/reports.
* Update MEL plans as and when necessary, based on the lessons learned during the project implementation.
* Maintain coordination with respective PFAN colleagues in ensuring that the MEL data and reporting are in compliance and reflected in the PFAN Programme-wide MEL framework.
* Support the identification and drafting of project case studies extracting and disseminating lessons learned, as well as success stories.
* Verify socio-environmental impact data from PFAN Advisors and project developers.
* Update project-related indicator information at required donor portals.
* Support role to inform the related stakeholders about the steps taken for monitoring and evaluation and ensure their involvement in the M&E processes.
* Support the development of the system to collect consistent and quality MEL data, including from third-party partners and partners.
* Assist with the project progress reports (quarterly and annual reports) and any other relevant input requests.
* Support programming and work planning processes. Perform other related duties as requested.
* Coordinate, create and curate content for the community of practice (CoP).
* Assess and implement collaboration tools and platforms for the CoP.
* Administer, update and maintain IT platforms and tools for the CoP.
* Support the development and implementation of relevant webinars and in-person events.
* Support the develop advocacy, communication and knowledge products for PPSE (Newsletters, blogs, others).
* Develop reports and briefs.
* Maintain records and update the database and web pages.
* Contribute to the overall process of planning, designing and disseminating information and other knowledge-related digital products and outreach materials.

**Deputy Manager Monitoring & Evaluation**

**UNIOM**

**KP & FATA, Pakistan**

**Nov 2017 February 2023**

**IOM signed an agreement with INL-P and the state department of the US for the monitoring and Evaluation of state department projects in FATA and KP.**

* I am responsible for ensuring that a proper monitoring and evaluation system tailored according to Program specifications is in place and used for the Program.
* Based on the M&E reports collected through different means, in coordination with the M&E Manager, assist in designing appropriate formats, tools and systems for monitoring and evaluating programs, develop a sound understanding of the program, design, facilitate and supervise assessments, and surveys and evaluations as required by program management
* Support the M&E Manager in implementation of assuring quality, analyses program implementation reports and evaluates against established program recommendations and plans of action, disseminating findings for project management, learning and development & managing data according to internal and donor standards.
* Support in managing & job capacity development of the M&E team in the context of M&E concepts, field monitoring activities and reports preparation.
* Identify appropriate M&E methodologies for objective-specific M&E activities.
* Support in the development and refinement of monitoring tools used to gather necessary data used to assess program effectiveness to measure the progress of the achievement of expected outcomes.

Coordinate with M & E Officers and engineers on implementation of data collection, compilation, analysis, tools for data collection, data entry, and control mechanism to improve the quality of the collected information, produce an analysis of project data and identify methods to use results for services and project improvement

* In coordination with the field team, track weekly site visit plans for Agriculture Specialists and Enumerators, coordinate field visits to assess project impact, collect feedback from relevant stakeholders, report on appropriate and high-quality participatory monitoring and verification of program activities implemented by different actors according to recognized standards, systems and procedures.
* Ensure that the indicators and outputs developed for M&E plans are pertinent and measurable.
* Analyze key indicators and outputs during field visits and discussed them in Field Monitoring Reports (FMRs) and include them in the Final Evaluation Reports (FERs)
* Support in liaison and coordination with relevant government and political administration officials for smooth access to program activities, feedback and improvement.
* Any other duties assigned by the supervisor.

**Monitoring & Evaluation Assistant**

**UNFAO**

**KP & FATA, Pakistan**

**October 2015 to November 2017**

**Multi-donor project: USAID, JICA, DFID**

* Support the design and piloting of data collection tools and forms with the project team.
* Support the design of data collection and analysis for collecting qualitative and quantitative data using surveys, semi-structured interviews, and focus groups; and support the development of easy-to-use forms, guides and interview agenda.
* Participate in and/or coordinate the timely collection and analysis of all program performance data and success stories.
* Contribute to the documentation of program events such as meetings, workshops, etc. Undertake visits to the field throughout the Project area as needed to support and/or supervise data collection or verify data quality.
* Maintain a data management system using Excel, Access, SPSS or other data management and analysis software; Collate, consolidate and prepare reports of project data, conduct basic data analysis and interpretation, as required for reporting.
* Conduct periodic and unscheduled field visits to obtain beneficiary feedback and to ensure timely, equitable and transparent delivery of assistance to beneficiaries.
* Any other task assigned from time to time; perform any other relevant duty as assigned by the supervisor.

**Monitoring and Evaluation officer**

**International Organization for Migration (IOM)**

**KP and FATA**

**July 15, 2013, to October 2015**

**IOM is implementing a partner of USAID project entitled FATA secretariat program in FR and FATA.**

* Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about the implemented projects and submit a detailed report about the activities.
* Attend and observe each bidding process prior to grant implementation to ensure transparency on behalf of all stakeholders.
* Attend and observe Community Consensus Jirgas (CCJ) and Project Oversight Committee (POC) meetings and document proceedings, decisions made and level of community participation.
* Compile comprehensive final project evaluations report based on information retrieved from the database and field.
* Draft project-specific M&E plans to be included in grant development and also coordinate with program field staff to obtain field data pertinent to each indicator outlined in the project M&E plans at the post-completion visit to the project site.
* Identify and document success stories and case studies on extraordinary aspects of the project.
* Carry out Broad Based Evaluation Studies on particular assigned grants-related topics in line with the decisions made.
* Support the M&E Manager and Supervisor in the collection of additional information from the field as required.

**Program Associate**

**International Relief and Development**

**July 2012 July 2013**

**IRD is the implementing partner of the USAID project entitled CVSP (conflict victim support program KP and FATA)**

* Identifying the conflict victims
* Filling out the checklist from the victims
* Suggesting appropriate assistance for the victims and their families
* Weekly report writing
* Preparing victim case studies.

Arranging seminars, workshops and sports tournaments for the psychological recovery process through games and debates for peacebuilding.

* Other duties assigned by the supervisor.

**District Monitoring Officer**

**AID (Associates in Development)**

**KP & FATA**

**October 2011 to 28 February 2012**

Targeting Process Evaluation and Monitoring, of Benazir Income support program in FATA, KPK, Gilgit Baltistan and AJK, Project is funded by the World Bank and Govt of Pakistan.

My responsibilities are:

* Conducting field research in project areas
* Shadowing of the BISP survey in FATA and KPK.
* Developing Beneficiary and Complainant case studies
* Conducting meetings with the BISP, Pakistan Post officials and beneficiaries, for the filling of Monitoring Checklists.
* Presentation of the monitoring findings to the BISP, GHK, AID and another stakeholder in quarterly finding seminars.

**Monitoring and Evaluation Officer**

**Kurram Welfare Home (implementing partner of UNHCR in Shelter Project “Project area**

**NOWSHEHRA”)**

**February 2011 to 30th September 2011**

Kurram welfare home is a nonprofit organization working in flood-affected areas of Charsada and Nowshera constructing permanent shelters to the flood Effects with the collaboration of UNHCR.

My responsibilities are to monitor and evaluate the project in Nowshera and Charsada.

* Conduction needs an assessment survey of the area.
* Conduction of research regarding project outcomes
* Weekly and monthly progress reporting.
* Field visits to Nowshera and Charsada for monitoring project activities.
* Coordinating with the donor, concerned authorities and stakeholders regarding project progress and feedback.
* Preparing mid and final project evaluation reports.
* Conducting Rapid appraisal assessment and participatory appraisal in the project intervention area.

**Research Officer**

**Organization: Regional Institute of Policy Research and Training with collaboration Asia Foundation**

**Date: January 2010 to December 2010**

Regional Institute of Policy Research and Training is a nonprofit organization working on different alternative policies and research in Economics, Poverty, Terrorism, and Peace, a single organization in KPK that works on alternative policies and Research with the collaboration of different national and international donors and organizations, like Asia Foundation, UNHCR and many others.

* Design and execute the Research Component of the project with the guidance of the Research Manager
* Provide input for Design Survey Methodology
* Provide input in designing Survey Questionnaire and Key Informant Information interviews
* Data management
* Provide assistance to RS on data analysis
* Use Statistical Tools to achieve survey goals
* Assist the RS in the performance of his responsibilities, in particular, monitoring and evaluation
* Designing a project Research Plan
* Prepare and submit reports to Research Specialist

**FIELD OFFICER**

**SHED** (Society for human emancipation and Development) from Jan 2007 to December 2009)

**DATE: JANUARY 2007 –TO- DECEMBER 2009**

SHED is a nonprofit organization working in FATA with the collaboration of local donors in education and human rights.

* Regular monitoring of field activities for the successful and smooth implementation of SHED projects;
* Submitting daily updates, and weekly and monthly reports to the Project Coordinator on the targets achieved and the progress of the project activities agreed upon in the detailed work plans;
* Liaising with the Project Coordinator on the progress of partnership projects achieved;
* Identifying gaps in the implementation of SHED projects and suggesting actions for improvement to the Project Coordinator;

Support partner organizations’ field staff personnel with needs assessments, risk assessments and compilation of data necessary for the elaboration of project proposals.

* Collecting and providing necessary field data on the project target groups, when required by the Project Coordinator;
* Accompanying project visitors to the field when required, in consultation with the Project Coordinator;
* Carrying out any other tasks assigned by the Project Coordinator.

**Team Leader**

**Eycon implementing partner of UNICEF and UNHCR, MICS (Multiple indicator-cluster survey FATA)**

**DATE: April 2006 –TO- November 2006**

The survey was conducted in seven agencies of FATA by UNICEF implementing partners EYCON and FATA Secretariat, the survey was conducted to know the condition of people of FATA and to know the perception of people about different basic necessities provided to them like HEALTH, WATER AND SANITATION, LIVELIHOODS and especially the awareness about AIDS.

**My responsibilities were**:

* I was team leader for a group of 10 people both male and female
* I was responsible for the clean data collection from the team members.
* I was responsible for the data collection from the field through questionnaires.
* Preparing daily team reports.
* I was responsible to fill the cluster report on time and to maintain the quality of data collection.

**EDUCATION:**

1. **M. Phil Economics “3.16/4 CGPA” Sarhad University of Sciences & Information Technology (Year of Passing: 2017)**

1. **MSc Economics 72 % Marks (862/1200), University of Peshawar (Year of Passing: 2010)**
2. **B.A, Economics and Statistics, 55%, (293/550), Government College, Peshawar (Year of Passing: 2007)**
3. **HSSC, 59 %, (643/1100), BISE Peshawar, (Year of Passing: 2005)**
4. **SSC, 65%, (551/850), BISE Peshawar, (Year of Passing: 2003)**

**COMPUTER SKILLS:**

* Microsoft Office Automation
* Excellent knowledge of computer Hardware
* Statistical Package for Social Scientist
* Fully skilled and internet-based research tools and various E-Mail and Data Base Packages
* **MEMBERSHIPS**
* U.N International Volunteer
* IDS: Institutes of Development and Studies
* Global Development Network

**ADDITIONAL INFORMATION:**

I worked in seven agencies of FATA namely

(1)- Khyber Agency

(2)- Mohmand Agency

(3)- Bajaur Agency

(4)- North Waziristan

(5)- South Waziristan

(6)- Orakzai Agency

(7)- Kurram Agency

**LANGUAGES:**

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| • | Pashto | Mother Tang |
| • | Urdu | Excellent Reading, Writing & Speaking |
| • | English | Excellent Reading, Writing & Speaking |
| • | Dari | Excellent Reading, Writing & Speaking |