

COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in the position you have available. I possess the necessary skills and experience you are seeking, and I would make a valuable addition to your organization.

I have completed a degree of BS in economics (16 Years) from the University of Karachi and a short statistics data management and analysis course from Aga Khan University Karachi. Having an experience of more than 10 years in the field of research, monitoring & evaluation, data management, and training and development, I can train staff, manage field, and manage Data, knowing different software like SPSS, STATA, ODK, CTO Survey, Ona.io, CsPro, Epi Data, Excel, Power BI, and the ability to work under pressure.

Understanding of the health-related projects like Family planning and reproductive health, MNCH, Infectious diseases and polio.

I believe I would be a great asset to your organization with these skills and qualifications.

I look forward to speaking with you further regarding your available position.

Thank you for your

time Yours sincerely!

Ali Zia

Personal Information

Ali Zia

Flat No 5, Building No 17, Block B, Trust, Gulshan e Noor society, Suparco road
Karachi.

House No: 16 Gulshan-e-Fatima Housing Society adjacent to I-16/1,
Islamabad.

Contact No # 0345-6057722 / 0300 2200847.

E-mail: alizia.hyder@outlook.com

Linkedin: <https://www.linkedin.com/in/ali-zia-4a9644187> Skype: alizia.hyder

Career Objective

To pursue a challenging and career-oriented job in a well-reputed organization where I can contribute to its effective and profitable operations by utilizing my skills, knowledge, and expertise in my related field. I am currently looking for a suitable position with a reputable, exciting, forward-thinking organization.

EXPERIENCE

Senior M&E Implementation Analyst Research & Development Solutions

July 2023- Continue

Working as a senior monitoring & evaluation implementation analyst with research and development solutions. Roles and responsibilities are as follows:

- Responsible for the overall monitoring, Evaluation, and validation activities of the project titled BHFA (Building healthy families activity). BHFA aims to enhance access to essential healthcare, particularly family planning and maternal, newborn, and child health services in Pakistan. The program employs a health system strengthening (HSS) approach to address challenges such as low contraceptive prevalence rates and high fertility.
- Conduct surveys, assessment, and rapid surveys.
- Tool development
- Project implementation and stakeholder coordination.
- Data processing, visualization, and management.
- Oversee training and data collection activities.
- Support in project related writing activities (reports etc)
- Support the analysis process.
- Support the development of materials for publications etc.
- Participate and deliver capacity building sessions and undertake self-development session.

Family Mentor/Case Worker Silver Jubilee Development Agency

August 2022 – June 2023

Worked as a family mentor in the program “Family economic advancement Programme” (FEAP) under

the silver jubilee development agency of AKDN.

I was responsible for providing holistic and comprehensive case management services to families enrolled in the program including assessing needs, goal setting, case planning, monitoring, encouraging progress, advocacy, referrals, and connecting with the economic development team for job placement and/or entrepreneurship.

Individual Consultant -**Chitral Aga Khan****University Hospital June**

2022 – August 2022

Worked as an individual consultant for execution and carrying out of TPVICS survey in district Chitral. I was responsible for the following roles.

- Coordination with local health authorities, LEAs, and other stakeholders.
- Hiring and training of field staff.
- Arrangement of logistics for training and field activities.
- Responsible for the smooth execution of field activities, quality line listing, and quality data collection.
- Checking data on the dashboard and reviewing and editing vaccination cards on the dashboard.
- Direct reporting to the project director.

District Coordinator (Islamabad &**Karachi) Aga Khan University****Hospital**

March 2022 – June 2022

Worked as a district coordinator in TPVICS (Third party verification immunization coverage survey) with the aga khan university hospital.

Responsible for the smooth execution of field activities, quality line listing, and quality data collection.

- Assigning clusters for line listing and data collection and forming teams accordingly.
- Managing the dashboard and identifying odd data and verifying it from teams and through validation.
- Coordination with district health authorities and PBS and other stakeholders.
- Logistic arrangements for field activities.
- Training of line listers and data collection teams.
- Direct reporting to the project director.

Data Validator**Accelerate Prosperity (AKDN)**

20 Jan to 25 Feb 2022

Focal Point (PEOC)**Tameer-e-Khalaq foundation**

21st August to 7th Dec 2021

Worked as a focal point (reporting officer) at the provincial emergency operation center on behalf of TKF for the Measles and rubella project. Responsible for reporting TPFM findings to NEOC representatives on a real-time basis.

Field Monitor**Tamee-e-Khalaq Foundation**

1st August 2021 to 20 Oct 2021

Worked with Tameer-e-khalaq foundation as a field monitor in district Malir, Karachi. Monitored activities of all three phases of the polio program in the assigned district.

Research Associate**Apex Consulting Pakistan**

1st July 2021 to 8th July 2021

Worked with apex consulting Pakistan as a researcher in conducting a Country Programme evaluation of WaterAid Pakistan's Country Strategy for the period 2016-2021. The study aimed to gather evidence about the overall performance of WaterAid Pakistan against its Country Strategy objectives (2016-2021) so that a viable course can be charted for the next strategy

period. In this regard conducted KIIs with representatives of different project stakeholders, including government departments, NGOs, and parliamentarians. Took detailed notes and transcribed audio recordings.

District Coordinator

Aga Khan University Hospital

1 June 2021 to 15 June 2021

Managed health camps in 2 UCs of Rawalpindi. These health camps were set up in super high-risk union councils of Pakistan about polio. The main purpose of these health camp setups during campaign days was to cover missed children, refusals, and children with less percentage of zero doses.

I was responsible for the overall execution of these health camps in Rawalpindi.

My main responsibilities include.

- Identification and hiring of camp staff (Technical & support)
- Arrangement of logistics for camps and staff.
- Smooth execution of camps.
- Collecting and compilation of data-based program priority indicators.
- Coordination with head office.

Monitoring and Evaluation

Assistant Rural Support

Programme Network 7 Jan 2021

– 30 May 2021

Worked as a monitoring and evaluation assistant in the project “Dissemination and reinforcement of

basic preventive messages on COVID – 19 in urban and peri-urban union councils”.

- Tracking the progress of social mobilization teams against their work plans.
- Frequent field visits to target UCs to ensure and monitor that all project activities are on track.
- Observation of field activities conducted by Social Mobilization Teams.
- Maintained proper record of all project activities.
- Field visits to validate data received from Social Mobilization teams.
- Support District Project Officer in preparation of weekly updates for onward submission to the RSPs Focal Person
- Production of monitoring and evaluation progress reports with the status of results and implementation of activities
- Participated in project meetings, events, and training at various levels.
- Documented and reported on lessons learned emerged from project monitoring activities.
- Conducted Focus Group Discussion per the design and shared data with RSPN’s M&E team for further analysis.

Monitoring Officer (Chitral, Bajaur, Dir Lower, Dir Upper, and Malakand) Aga Khan University Hospital

1st Dec 2020 – 30th Dec 2020

Worked as a monitoring officer in a short-term assignment Third party verification immunization coverage survey (TPVICS) with the Aga Khan University hospital.

- Process monitoring of field teams of content international teams.
- Validation of completed clusters through different indicators.
- Comparing data collected from the field with the dashboard.
- Reporting daily findings with teams of content international and their coordinator.
- Writing daily basis and district-wise reports to the higher management of the AKU team.

District Coordinator (Islamabad, Rawalpindi, Attock, and Chakwal) Aga Khan University Hospital

Sep 2020 – Nov 2020

Worked as a district coordinator in TPVICS (Third party verification immunization coverage survey) with the Aga Khan University Hospital:

- Responsible for the smooth execution of field activities, quality line listing, and quality data collection.
- Assigning clusters for line listing and data collection and forming teams accordingly.
- Managing the dashboard and identifying odd data and verifying it from teams and through validation.
- Coordination with district health authorities and PBS and other stakeholders.
- Logistic arrangements for field activities.
- Training of line listers and data collection teams.
- Direct reporting to the project director.

Researcher

SEBCON PVT LTD

Nov 2019 & Jan 2020

Worked as a researcher on the following projects:

- Conducted national disaster consortium (NDC) Evaluation of implementing partners i.e UNICEF, FAO, ACTED, and AKRSP on behalf of IOM in district Chitral.
- Conducted need assessment survey on GLOF for UNDP in district Dir Upper and Chitral.

Provincial Field Coordinator, Sindh

Post-Polio Campaign Monitoring & LQAS (Lot quality assurance Sampling) Apex Consulting Pakistan

March 2018 — April 2019

- To keep close coordination with zonal field managers and National field managers at the provincial level.
- To ensure the work plan is followed and deliverables and targets are met at the provincial level.
- To ensure timely submission of data, communicate odd indicators in data with Zonal field managers and teams, and collect qualitative information against such indicators.
- To keep a proper record of accomplishment of training, field, and attendance of field teams.
- Coordination with the client
- Coordination with departments of finance, logistics, and HR.

Master Trainer & Zonal Field Manager

Post-Polio Campaign Monitoring (RIZ Consulting, UNICEF, WHO, EOC, B&MGF) Apex Consulting Pakistan

Jan 2017 — March 2018

- Responsible for arranging and conducting cascade training for every round of post-polio campaign monitoring (PCM)
- Responsible for Designing, planning, organizing, hiring, and managing field teams for Post-Polio Campaign Monitoring
- Responsible for team formation and managing teams for data collection in six districts and keeping proper track of their field activities
- Responsible for assurance of quality data collection by field staff, data cleaning and data submission to head office, and logistic clearance.
- Any other task assigned by the National field manager.

Research

Associate Head

Office

Apex Consulting Pakistan

January 2016 — December 2016 (Resigned).

Managed the following projects:

British Council “Voices from the valley”

This fourth publication in the next-gen research series focuses on the politically diverse youth of Azad Jammu and Kashmir (AJK), serving as a microcosm of mainstream Pakistani politics. With a rich political culture, a history of conflict, and significant diaspora communities, AJK's unique political identity is shaped by its people, particularly its vibrant youth cohort. The report, titled 'Voices from the Valley,' seeks to shed light on the unheard perspectives of Kashmiri youth amid ongoing political changes in Pakistan and AJK.

RSU- Baseline Stakeholders' analysis

RSU enlisted APEX Consulting Pakistan to conduct a baseline stakeholders' survey for education reforms awareness in Sindh. Targeting the Education and Literacy Department, the study utilized qualitative methods—Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) across nine districts. The 188 KIIs involved provincial-level officials, district officers, and school staff, while 60 FGDs engaged parents and teachers in the community.

RSPN- Socio-Economic Survey

The Rural Support Programme Network (RSPN) and partner organizations (NRSP, SRSO, TRDP), funded by the European Union, executed a six-year (2016-2021) Sindh Union Council and Community Economic Strengthening Support (SUCCESS) program. It aimed to reduce poverty through community-driven development, leveraging RSPs' social mobilization approach. The program operated in eight districts of Sindh, collaborating with the provincial government to inform local CDD policy based on insights from the Union Council Based Poverty Reduction Programme. Districts involved: Tando Muhammad Khan, Sujawal, Matiari, Tando Allahyar (NRSP); Larkana, Kambar Shahdadkot (SRSO); Dadu, Jamshoro (TRDP)

SBP-Branchless Banking Survey

State bank of Pakistan had assigned a task to Apex Consulting Pakistan to conduct a study about branchless banking in Pakistan. The purpose of this assignment was to obtain information regarding the use of mobile phone-based financial services, which we will call Branchless Banking (BB) services. The survey was conducted through phone calls to participants from across Pakistan through random sampling.

Other Tasks I had been performing:

- Assist in the development of International and National level proposals and Expressions of Interest (EOIs)
- Qualitative and quantitative instruments development.
- Research and Field Management.
- Developing database in CS-Pro and Data entry supervision.
- Basic Data analysis using SPSS.
- Organizing project activity timelines, staff allocation, and project resources that are regularly updated and maintained.
- Tracking all project activities and maintaining up-to-date reporting on the project activity

status.

- Review of project documents, project structuring, coordination with clients and consultants, development and management of project documents and files, project financial management, completion of project deliverables on time, and project closing, etc.
- Accurately forecasting and ensuring optimal operational and financial resources utilization and identifying and communicating any emergent risks to the Senior Project Manager.
- Compiling information from Project Teams to prepare progress reports and updates on the project for the donor.

**Master Trainer & Zonal Field Manager
Post-Polio Campaign Monitoring (RIZ Consulting, UNICEF, WHO,
EOC, B&MGF) Apex Consulting Pakistan**

Mar 2015 — January 2016, Karachi Zone

- Responsible for arranging and conducting cascade training.
- Responsible for Designing, planning, organizing, hiring, and managing field teams in Karachi for Post-Polio Campaign Monitoring of the WHO Survey
- Manage the overall budget of the project, supervise field teams, and keep proper track of their field activities.
- Responsible for assurance of quality data collection by field staff, data cleaning and data submission to head office, and logistic clearance.
- Any other task assigned by the National field manager.

**Assistant Field Coordinator M&E Sindh (UNICEF Third-party
Monitoring) Apex Consulting Pakistan**

Jun 2015 — January 2016 Karachi

- Ensuring proper monitoring of UNICEF-supported activities in the field of the education sector in Sindh province.
- Coordination with UNICEF PM&E, UNICEF Programme sections (Education), and UNICEF implementing partners (SPO, PFF & PILER) in Sindh.
- Preparing Monthly consolidated monitoring reports for UNICEF highlighting the immediate action areas and updating the program action sheet

**Field Monitoring & Reporting Officer (UNICEF Third Party
Monitoring) Apex Consulting Pakistan**

Dec 2014 — Jun 2015 (6 Months) Karachi

Third-party Monitoring – I was involved in field Monitoring of UNICEF intervention in Karachi Malir and Karachi South districts.

Some of the prominent members of UNICEF whose Activities are being monitored are SPO, PILER, HELP, SHED, and Aahung.

Tracking Supplies and Monitoring activities of the Education, Health, and Child Protection Program of IPs of UNICEF.

- Observing community activities, conducting beneficiaries' interviews for monitoring and evaluation purposes, and writing field reports daily to the UNICEF program Coordinator.
- Checking all the activities of implementing partners (IPs) of UNICEF which were working on different programs in two districts of Karachi.

- Developed response/ intervention mapping for each program that had been used to plan, monitor, evaluate, and disseminate the results, outcomes, and impact of FERM work.
- Ensured timely reporting to highlight critical issues that needed to be addressed promptly.
- Carried out case studies.

Field & Data Coordinator (Child life Foundation)

August 2014 — October 2014, Karachi

- I have worked as a field & data coordinator for the baseline survey conducted by the Child life foundation. The survey was conducted on Maternal & Child health.

Data Entry Supervisor (Aga Khan University) Department of Community Health Sciences June 2014 – July 2014, Karachi

- I have worked as a data contractor & data supervisor in CHS. Signed contract with the management of project “NIGRAAN” for data entry and data cleaning of 1400 forms.

Research Assistant (Aga Khan University) Department of Emergency Medicine (WHO Collaborating Centre)

October 2012 – April 2014

- Worked as a research assistant for different projects. My duties were to develop a database for questionnaires of different projects in EPI Data.
- Managing field staff and ensuring the quality of data
- Supervise teams in the entry & cleaning of data.
- Logistic arrangements for the field.
- Keeping liaison with the principal investigator with different departments (Statistician, Finance, Transport, Research, etc.).

Field Supervisor (Aga Khan University) Department of Emergency Medicine (WHO Collaborating Centre)

August 2012 – October 2012

- Managing logistics and Forms.
- Ensuring quality of data collection from the field.
- Responsible for mobilization of field teams.
- Reporting to supervisor on daily basis.
- Maintaining hard data.

Courses:

- **Statistics, Data Management & Analysis** course from Aga Khan University Karachi.
- Certificate of Information technology from “The experts”.
- One-week Computer course from Aga Khan University Karachi.
- One-week training in Field monitoring of Programmes of Education, Health, Nutrition, Child protection, and water environment and sanitation.
- Trained in giving first Aid.
- English language course from AEMS distance learning program.

Strengths & Skills:

- Understanding of Education, Health & Nutrition, and Child Protection programs

implementation & monitoring

- **Knowledge of various computer packages like Windows, SPSS, EPI DATA, EPI INFO, CSPRO, ODK, STATA, END NOTE, MS PROJECT, MS Word, MS EXCEL, Online databases, Internet Explorer and managing email**
- Experience in coordinating teamwork
- Team Management, Training of staff, Presentation & Reporting

INTERESTS:

- Founding president of “Chitral Students’ Welfare Association” Karachi.
- Active participation in social work and attending skill-enhancing workshops.
- Reading.
- Playing polo, chess, football, swimming, hiking & internet surfing.

Education

BS in Economics, University of Karachi, Karachi

Jan 2008 — Dec 2012

Human Resource Management, Public Finance, Economic Planning, Mathematical Economics, Statistics, Micro-Economics, Macro-Economics, International Economics, Econometrics, Monetary Economics

FSC Pre-Engineering, BISE Karachi

Aug 2004 — Jul 2007

Mathematics, Chemistry, Physics

Matric, Pamir Public School Booni Chitral, BISE Peshawar

Feb 2002 — May 2004

Mathematics, Biology, Chemistry, Physics

References: Will be furnished upon request.