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Address

**Hamid Ullah**

**Objective:**

To contribute to a dynamic and esteemed organization that values professionalism and offers significant career growth opportunities where I leverage my skills and knowledge in an enabling environment and where I can actively support the organization's growth while advancing my professional development.

**Professional Summary**

Hamid Ullah is a qualified, experienced and dedicated development and humanitarian aid worker that specializes to demonstrate a deep commitment to human rights and social justice with possible initiative strategies. Hamid has a good experience of working closely with community and stakeholder engagement, coordination and capacity building and close consultation with donor agencies for development and humanitarian projects in Khyber Pakhtunkhwa and its tribal districts (Erstwhile FATA). He has expertise in developing and implementation of communication strategies, field mobilization and research surveys. Hamid is proficient in monitoring and reporting, ensuring data integrity and compliance. Overall having 7 and half years of professional experience, the nucleus of proficiency includes Monitoring & Evaluation, Social Mobilization, Qualitative/Quantitative data collection, Facilitation, Coordination, Team Work and Report Writing.

**AREAS OF STRENGTHS & SKILLS**

|  |  |  |
| --- | --- | --- |
| * Desk and Field Research
 | * Qualitative/Quantitative data analysis Skills.
 | * Report Writing
 |
| * Meeting timelines
 | * Communication and Coordination
 | * Project Planning & Implementation
 |
|  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ACHIEVEMENTS/AWARDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Got Performance Appraisal Certificate on exemplary work in PEI Programme from Federal M&E UNICEF- National Emergency Operation Center (NEOC) during working with MicroMerger (Pvt.Ltd).
* Lead and supervised a team of 76 TPFMs in PEI (Polio Eradication Initiative) programme at Provincial Level.
* Lead and supervised a team of 29 TPFMs in IPM (Independent Programme Monitoring) of EPI Programme at Provincial Level.
* Lead and supervised, 2 Data Support Officers (DSOs) for quantitative and qualitative data management in Aawaz-II programme funded by British Council/ FCDO.
* Got 1st position in 4th semester in overall session of 2010-2012 of MSc. Applied Economics from IMSciences.
* Got 2nd position in 2nd semester in the program of MS Development Studies from IMSciences.
* Got IMSciences Human Resource Development Center (HRDC) Scholarship in session 2012.
* Got IMSciences talent scholarship in session 2012.
* Got 3rd position at Intra University Level on a title ‘’How to Brand Pakistan’’ a competition arranged by Planning Commission of Pakistan.
* Selected for Delegation meeting with Embassy of USA (Christopher Harris-Border Unit Chief) about current situations of erstwhile FATA**.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer: MicroMerger (Pvt.Ltd)**

**Client:** UNICEF

**Period:** 2nd October to 15th May, 2024

**Position:** Provincial Monitoring & Reporting Officer (P-M&RO).

**Job description:**

* Develop and implement data collection protocols and tools aligned with project requirements, ensuring data compliance and security.
* Conduct regular quality checks of collected data to uphold data integrity and compliance with established protocols.
* Provide data-driven recommendations to enhance immunization coverage and effectiveness while respecting local cultural contexts.
* Prepare regular and ad-hoc reports on monitoring findings, encompassing progress, challenges, and recommendations, emphasizing data compliance in reporting.

**Employer: Center of Excellence for Rural Development (CERD)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer:** MicroMerger (Pvt.Ltd)

**Client:** UNICEF

**Period:** 2nd October to 15th May, 2024

**Position:** Provincial Monitoring & Reporting Officer (P-M&RO)

**Deliverables / Achievements:**

* As provincial level M&R officer, provided data driven quantitative and qualitative insights to management & leadership team of MicroMerger and client (UNICEF) pertinent to status of immunization program, community consultation by local health facilities and other interventions relevant to Social Behavior Change Communication efforts.
* Developed and implemented data collection protocols and tools, ensuring data compliance and security.
* Conducted regular quality checks of collected data, upholding data integrity and compliance.
* Provided data-driven recommendations to enhance immunization coverage and effectiveness while respecting local cultural contexts.
* Prepared regular and ad-hoc reports on monitoring findings encompassing progress, challenges, and recommendations.
* Collaborated with Provincial Coordinators to offer timely feedback and recommendations based on data analysis.
* Supported the creation of action plans to address identified issues while considering data compliance in action plan development.
* Collaborated with field monitors and Provincial Coordinators to ensure streamlined data collection processes.

**Donor: British Council / Foreign, Commonwealth Development Office (FCDO)**

**Period:** 18th May, 2023 to October 27th September, 2023.

**Position:** Manager Monitoring, Evaluation, Accountability & Learning (MEAL)

**Deliverables / Achievements:**

* Implemented data collection and management mechanisms, ensuring security and confidentiality.
* Coordinated with PMU monitoring team, supporting research and assessment studies.
* Developed and implemented processes to ensure consistent data collection and management.
* Collected data to measure achievement against program targets, ensuring data quality.
* Supported project progress reporting, data quality reviews, and assessment studies.
* Identified lessons learned and developed case studies to capture qualitative outputs.
* Conducted field visits for monitoring and evaluations, ensuring program progress and quality.
* Produced reports on M&E findings and prepared presentations based on data.

**Employer: MicroMerger (Pvt.Ltd)**

**Client:** UNICEF

**Period:** 1st June, 2021 to 31st October, 2022

**Position:** Provincial Monitoring & Reporting Officer (P-M&RO)

**Deliverables / Achievements:**

* Collected and compiled monitoring indicators’ data, providing provincial summaries and ensuring reporting timelines.
* Supported implementation and overall data quality assurance for online web and App-based reporting and data collection systems.
* Conducted random supervisory field visits for spot checks and technical assistance.
* Edited case studies and success stories submitted by field monitors.
* Provided data driven quantitative & qualitative insights to MicroMerger management and leadership team and to the client- UNICEF.

**Employer: MicroMerger (Pvt.Ltd)**

**Client:** UNICEF

**Period:** 1st May, 2018 to 31st May, 2022

**Position:** Third Party Field Monitor (TPFM)

**Deliverables/ Achievements:**

* Conducted regular field visits as per approved travel plan, monitoring implementing partners and reporting findings.
* Documented case studies, lessons learned, and best practices for sharing with PFC and MnRO.
* Ensured adherence to highest standards of ethics and code of conduct.
* Followed checklists prepared in coordination with client-UNICEF and reported back daily to Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits.

**Employer:** Humanitarian Organization for Poverty Elimination (HOPE)

**Donor:** UNOCHA

**Period:** Aug 2017 to April 2018

**Position:** M&E Officer

**Deliverables / Achievements:**

* Managed monitoring activities at field level, supporting programmatic activities and ensuring timely evaluation.
* Created tools and methodologies to monitor and evaluate project activities, collaborating with project staff.
* Documented case studies and success stories, sharing weekly and monthly progress reports with head office.
* Identified the MER training needs of the MER team and work with the team and other collaborators such as the Manager Programs to plan and implement training that met the needs.
* Documented the case studies and success stories of the project.
* Shared and documented weekly and monthly progress reports of project activities with head office and updated project progress sheet.

**Employer:** EYCON (Pvt. Ltd)

**Donor:** UNICEF

**Period:** March 2017 to June 2017**.**

**Position:**  Provincial Monitoring & Reporting Officer FATA

**Deliverables / Achievements:**

* Implemented M&E systems for Polio Program, collating and compiling data on real-time basis and analyzing program information.
* Conducted field and supervisory visits, ensuring data quality and supporting monthly work planning and reporting.
* Conducted field and supervisory visits to KP districts as per client approved monthly work plan.
* Supported Provincial Coordination in monthly work planning, management report and targets vs achievements reports.
* Ensured quality of reports, proper communication and evidence of field findings.
* Drafted narrative evidence based quality Field Travel Reports (FTRs) of field findings and shared with client for program improvements.

**Employer:** EYCON (Pvt. Ltd)

**Donor:** UNICEF

**Period:** January 2016—February 2017.

**Position:** Third Party Field Monitor

**Deliverables/ Achievements:**

* Assisted in preparation of weekly/monthly field plans, visiting target areas and collecting field data.
* Reported critical issues from the field, compiling narrative reports, and documenting case studies.
* Assisted M&RO / PC in preparation of weekly/monthly field plans at district level.
* Attended monthly review meeting, presented field findings for program improvements.
* Compiled weekly/monthly narrative reports and sent to MnRO according to agreed format and timeline.
* Wrote case studies / success stories (1 per month or as agreed with PC).

**Employer**: Agency for Technical Cooperation & Development (ACTED)

**Donor:** UN-Habitat

**Period:** July, 2015—October, 2015

**Position:** Community Mobilizer

**Deliverables / Achievements:**

* Participated in need assessments, Participatory Rural Appraisals, feasibility studies, stakeholder analyses and community consultations.
* Liaised with Governmental and non-Governmental Agencies.
* Facilitated the capacity building and setup of representative community committees (steering committees).
* Developed in-depth knowledge of all villages of intervention and had close contacts with community leaders, volunteers, and activists.
* Supported and supervised daily skilled and unskilled workers’ / project volunteers and gave them useful instruction regarding their work improvement, through coordination with the relevant skilled staff.

**Employer:** Coffey International Development

**Donor:** UKAID-DFID, GoKP police & Prosecution, Pakistan

**Period:** April, 2015 -- May, 2015

**Position:** Field Researcher

**Deliverables / Achievements:**

* Introduced research projects to community members and other respondents.
* Ensured informed consent is given by research respondents.
* Collected quantitative/qualitative data using a variety of tools including: structured questionnaires form accurately and with necessary detail.
* Contributed to the analysis of data through team discussions. Typed up full transcripts from interviews and focus group discussions.
* Participated in training sessions and RIU team meetings and reviews.
* Ensured research quality and rigor.

**Employer:** Regional Institute of Policy Research & Training (RIPORT)

**Position:** Research Associate

**Period:** November, 2013-- May, 2014

**Deliverables / Achievements:**

* Conducted interviews with a variety of actors (government/private sector and CSOs), using a full-range of qualitative & quantitative research techniques.
* Provided insights into the findings of field research, using substantial local knowledge (political, institutional, cultural, etc).
* Reviewed literature and legislation relevant to the specific research study.
* Assisted in authoring research reports, briefing notes, policy papers, and other materials when required.
* Coordinated with other researchers, project analyst and team leader.

 **Employer:** Regional Institute of Policy Research & Training (RIPORT)

 **Donor:** Management System International (MSI-USAID)

 **Position:** Field Monitor

 **Period:** June, 2014--October, 2014

 **Deliverables / Achievements:**

* Developed complete understanding of the objectives and purpose of monitoring tasks and ensure that the correct and intended objectives are duly shared with the targeted stakeholders.
* Updated the Program Coordinator who gathered the field reports and compiled the progress of monitoring events.
* Carried out field monitoring visits to collect data on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible);
* Compiled and hand overed completed monitoring instruments/forms to the Program Coordinator of RIPORT, along with additional notes and photographs.
* Conducted interviews with program beneficiaries throughout monitoring assignment. Given the sensitive nature of the program participants’ circumstances.

 **Employer:** Khalid Aziz & Partners Consultancy Services (K&P Consultancy)

 **Donor:** GIZ

 **Position:** Researcher (Primary)

 **Period:** August 2013--October 2013

 **Deliverables / Achievements:**

* Assisted Lead Researcher in identification of the key informants.
* Arranged interviews with the key informants under Grounded Theory practices.
* Conducted interviews with the key informants.
* Maintained narrative and dairy containing answers to questions, their coding and categorization.
* Maintained daily level of efforts (LOE) and reported to lead researcher at the end of each of day through Researcher (Sources)
* Assisted project analyst and team leader in preparing for workshop, analysis and final report.

 **Employer:** Regional Institute of Policy Research & Training (RIPORT)

 **Donor:** London School of Economics

 **Position:** Enumerator cum Team Facilitator

 **Period:** December 2013--February 2014

 **Deliverables/ Achievements:**

* Conducted interviews and observations according to the survey procedures.
* Reviewed the interview results before submitting.
* Explained the consent of the survey and asked for the respondents’ consent for carring out interview and informed the respondent about how much time the interview will take.
* Kept record and backup of all interviews.
* Kept record of list of sites that visited during the field.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Research Projects\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Conducted research studies funded by the London School of Economics on "Collective Actions & Hierarchical Relationships," focusing on local government systems.
* Conducted a research study titled "Analysis of Institutions Involved in Development Planning in Khyber Pakhtunkhwa’’ funded by GIZ.
* Appraisal of Local Government Governance at the Federal, Provincial and District Level in Khyber Pakhtunkhwa Province, Pakistan.

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* Eight weeks training and field work as SO (Social Organizer/Mobilizer) with NRSP (National Rural Support Program) at Muzaffarabad, AJK. Organized by NRSP-IRM Islamabad for Capacity Building of Fata CSOs funded by USAID.
* Worked as master trainer and arranged successful seminars on Amended FCR 2011, in different areas of Jamrud and Mulagori tehsils in Khyber Agency with collaboration of Step Towards Empowering of Pupil (STEP) funded by USAID under Citizen Voice Project (CVP).
* One-week training completion in Islamabad with Institute of Rural Management (IRM) organized by NRSP for capacity building funded by USAID.
* One-week workshop attended and assisted as organizer conducted on ***‘’Application of Quantitative tools for Empirical Research’’.***
* Two days’ workshop completion with Khoendo-Kor on Conflict Management & CBOs registration.
* One day seminar conducted in IMSciences Peshawar on Seven Colors of Life
* One-day seminar conducted in IMSciences on Effects of Terrorism on Youth & Role of Media.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academics\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institute:** Institute of Management Sciences, Peshawar (IMSciences, Peshawar)

**Degree:** MS. Development Studies (Course work-completed)

**Major Subjects:** Research Methodology, Qualitative and Quantitative Research Techniques, Attaining Sustainable Development Goals, Disaster Management, Issues and Perspectives in Development Studies, Development Economics, Project Monitoring & Evaluation, Introduction to Project Management.

**Session:** 2022-2024 (Fall).

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**Institute:** Institute of Management Sciences, Peshawar (IMSciences, Peshawar)

**Degree:** MSc. Applied Economics

**Major Subjects**: Micro & Macro Economics, Econometrics, Research Methodology, Poverty Alleviation its Issues and Perspectives, Computer Applications for empirical research, Development, Project Management, Financial Markets & Institutions.

**Session:** 2010-2012

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COMPUTER SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint (Creating Presentations)

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Proficient skills of using languages:

* English
* Urdu and
* Pashtu

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**Ms.Dr.Hadia Mirza**

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**Khalil Ullah**

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