

Hamza Bilal Khattak

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Address: Mohallah Dab No.1, Dhangri Chowk, Manshera.

Career Objective

To work in a challenging organization where I can utilize my capabilities to achieve professional growth and contribute to the organization's success.

Key Expertise

Community Mobilization, Need Assessments, PRA Tools, Baselines and End-line Evaluations, KAP Surveys, Monitoring, Evaluation & Learning, Qualitative & Quantitative Research, Data Collection using Qualitative and Quantitative Tools, Transcription of individual/group interviews, Data Management, Qualitative and Quantitative Data Analysis, Project Planning, Implementation, Management & Reporting, Knowledge and Information Management, Staff Management & Leadership, Community Response Mechanism (CRM) and management, Capacity Building, Coordination with government departments, Procurement and Distribution Management.

Types of Projects

Medical Assistance, Emergency Relief, Cash for Work, Food Distributions, Education, Cash Grants & Cash Assistance, Enterprise development, Mother & Child Health Care, Family Planning, Post-Polio Campaign Monitoring, Gender-Based Violence, Food Security & Livelihoods, Disaster Management, School Safety, WASH & Shelter, Rule of Law (Security & Justice), Advocacy, and Campaigning.

Donors

ADH Germany, EU, UNICEF, UNWFP, FAO, DIAC, FCDO (DFID), ACT Alliance, CAFOD, USAID, and AusAid

Organizations

International Organizations: MSF-France, ISCOS-CISL, World Vision International, American Red Cross, Save the Children International, Coffey International Development, DAI Pakistan, Ecorys International Development, Management Systems International, Jhpiego, Adam Smith International, Community World Services Asia, and World Food Programme

National Organizations: Haashar Association, Pak Rural Development Program, Oghi Development Organization, PREPARED, Pakistan Red Crescent Society, APEX Consulting Pakistan, and PEDDA International

Education

MA, Hazara University, Dhodial, Mansehra | Jan2009 — Feb 2012

International Development Organizations, Foreign Policy Analysis, Basic Factors in International Relations

Professional Experience

Monitoring Assistant | BISP Nashonuma | Food Assistance and Cash Based Transfer to the Flood Affected People in Swat

United Nations World Food Programme | October 2022 — September 2023

Swat, Shangla, and Malakand – KP

Responsibilities and achievements

BISP Nashonuma Programme

- Provided assistance M&E unit in finalization of monitoring checklists and tools for field monitoring
- Paid field monitoring visits to target districts for monitoring programme activities, identified gaps, and provided suggestions for improvement
- Collected and compiled complaints and feedback from partners and beneficiaries, maintained a log sheet for issues identified during monitoring visits and followed up with programme unit for their resolution
- Monitored the functionality of necessary equipment including digital weight machine, height boards, length boards, ACs, tablets, temperature meter, LED etc.

- Monitored the uninterrupted supply of SNF to facilitation centers (FC), and proper storage of SNF according to protocols
- Ensured the record keeping at each FC including stock registers, admission registers, booklets, stack cards, daily temperature record, stationary record, waybills, inventory list, daily progress report, MAM progress reports, monthly referral charts, progress reports, meeting minutes, monthly work plans, and guided the staff where needed
- Verified beneficiary registration and planned activities for alignment with standards
- Monitored program activities, training sessions, and assess quality of awareness sessions conducted by the FC staff
- Performed purposive monitoring visits to address critical issues
- Coordinated with various programme stakeholders including MS/Hospital in charge at each FC, DHO (District Health Officers), District Nutrition Coordinators, BISP Assistant and Deputy Directors, BISP Compliance Monitors, and FC Staff on regular basis for programme progress and areas of improvement
- Maintained FC wise tracking sheet of performance indicators and updated on monthly basis for sharing with programme unit
- Arranged capacity-building sessions with FC staff on need basis with DNC, CDC, RDC, ADC, and outreach workers
- Prepared field visit report and process monitoring checklist developed by Country Office and uploaded after each facility visit. Updating SharePoint folder for Field Monitoring Visit Reports, Photo Bank for each monitoring visit, and Issue Tracking Sheet after each visit conducted

Food Assistance and Cash Based Transfer to the Flood Affected People in Swat

- Verified beneficiary registration and planned activities for alignment with standards
- Monitored program activities, training sessions, and assess quality
- Oversaw cash/food distribution and ensure compliance with procedures
- Collected and compiled feedback from partners and beneficiaries
- Conducted assessments like PDMs, and end-of-project assessments to document intervention impact
- Performed purposive monitoring visits to address critical issues
- Coordinated with monitoring staff to collect, clean, and organize program data
- Ensured data accuracy and completeness for program reviews and decision-making
- Maintained schemes progress data and issue tracking sheets
- Arranged capacity-building sessions on information management and data collection tools for field staff

Monitoring, evaluation, accountability and learning Officer (Act Alliance) | Cash Assistance to the Affected People of Crisis in Afghanistan

Community World Services Asia | May 2022 — Oct 2022

Islamabad and Peshawar KP

Responsibilities and achievements

- Planned field visits, collaborated with project staff and stakeholders
- Created data collection formats, developed databases, and analyzed data using various visualizations
- Visited project sites, gathered community feedback, and debriefed with field staff
- Provided comprehensive project reports for timely decision-making, including CRM implementation
- Identified and developed project success stories and case studies
- Provided monitoring support to multiple projects

District Field Coordinator (DFID-KESP II)

Adam Smith International | Nov 2019 — Mar 2022

Upper Chitral, Upper Kohistan, Lower Kohistan, Kolai Palas & Swabi – KP, Pakistan

Responsibilities and achievements

- Developed Annual District Education Plans (DEP) for multiple years
- Implemented and managed DEP for the current year
- Monitored monthly and weekly progress on DEP indicators and suggest improvement strategies
- Managed different dashboards and used dashboards' data for different analysis and insights
- Collaborated with education office and IMU for updated data and used that data for different presentations
- Analyzed and presented monthly progress against DEP targets, including intra-district performance scorecards

- Developed strong coordination with district administration, including deputy commissioner, district monitoring officer, and district education officers
- Collaborated with SDEOs and ASDEOs for smooth DEP implementation
- Conducted surveys, test survey tools, and observed induction programs and professional development training
- Provided training to IMU monitors on Literacy & Numeracy monitoring
- Trained Assistant Programmers on indicator definitions, data analysis, and intra-district performance presentation preparation and information management
- Assisted the M&E team in data collection through surveys and observations
- Led Out-of-School Children (OOSC) survey in 2021
- Conducted EMA Validation Survey in 2021 and SCRP Furniture Validation Survey in 2022 in Swabi
- Assisted the governance & management team with district-level budget preparation, execution tracking, and progress monitoring of selected ADP schemes
- Provided assistance to the communication team in collecting success stories and case studies

Regional Campaign Organizer (DFID-Alif Ailaan) DAI

Pakistan Pvt. Ltd. | Dec 2016 — Aug 2018 Mansehra, Abbottabad & Haripur – KP, Pakistan Responsibilities

and achievements

- Coordinated with District Education Officers, Independent Monitoring Unit, District Education Forum, Deputy Commissioners, local government, politicians, universities, and other education-related organizations
- Developed and nurtured relationships with key media representatives, bloggers, and community influencers to promote education-related information
- Selected, trained, and mentored volunteers
- Developed and managed Facebook and Twitter accounts for local chapters
- Created and executed communication campaigns for events and activities, including media coverage
- Recorded video interviews and performed video editing as needed
- Developed charters of demand for district-level events and secured political endorsements
- Facilitated summer camps in three districts
- Organized Science Festivals at the school level
- Cleaned and verified data received from education department and IMU, developed database, and ensured data quality
- Assisted in research, data analysis, visualization, and presentation for district-level events
- Transformed complex data and information derived from primary or secondary data sources and other studies into visually compelling, user-friendly visualizations
- Developed data-based reports, presentations, graphics, visuals, and infographics
- Represented Alif Ailaan at various relevant forums

Monitoring and Evaluation Officer (CESVI – Shelter & WASH) | IDPs Response 2016

PREPARED (Pakistan Rural Initiative for Emergency Preparedness, Response and Development) | Nov 2016 — Dec 2016

Bannu – KP, Pakistan

Responsibilities and achievements

- Conducted regular field monitoring visits and reporting on daily basis to the management for timely decision making
- Developed M&E plan and tools and ensured regular and timely data collection on performance indicators
- Supervised data collection for surveys, assessments, and data quality
- Compiled, managed, and analyzed project data. Maintained the project database
- Interpreted data, and analyses results using statistical techniques.
- Established CRM mechanisms and maintained a database with regular updating the issues status and closing issues
- Tracked progress of project activities
- Conducted post-distribution monitoring (PDM)
- Developed case studies and success stories
- Provided technical assistance and debriefed project staff

Field Researcher/Data Analyst (DFID-PSP Programme)

Coffey International Development-Research & Innovation Unit (RIU) | Sep 2014—Nov 2016

Peshawar – KP, Pakistan

Responsibilities and achievements

- Assisted in planning, designing, and executing research studies
- Participated in Quality Control Assessment (QCA)
- Supported sampling design and data collection methodologies
- Designed qualitative and quantitative research tools
- Collected qualitative and quantitative data for studies
- Transcribed FGDs, KIs, and in-depth interviews
- Administered 5 KAP surveys in Peshawar Valley (Peshawar, Nowshera, Mardan, Swabi, and Charsadda and ensured compliance with survey protocols
- Defined 200+ variable in SPSS, weighted different variables, and performed different tests and analysis and contributed to survey reports
- Trained field researchers in data collection techniques, validation, entry, cleaning, and more
- Coordinated with various project outputs for gathering information, developed and managed databases for different datasets
- Produced output from different research activities, data analysis, and consultation events into policy briefs and reports
- Conducted impact assessments of trainings and project activities and participate in third-party assessments
- Contributed to knowledge management efforts
- Organized and summarized collected data to write meaningful briefs, factsheets, or reports, in order to effectively convey key findings and trends, and use data visualizations to enhance the narrative
- Prepared presentations on project activities and research studies

Monitoring and Evaluation Officer | DIAC | IDPs Response 2012 – 13 Save

the Children International | Sep 2013—Jun 2014

Peshawar – KP, Pakistan

Responsibilities and Achievements

- Provided technical assistance in M&E plan development
- Executed the M&E system and developed M&E tools
- Ensured timely data collection on performance indicators
- Supervised baselines and end-lines, cleaned data collected, analyzed it and used in report writing
- Conducted regular field monitoring visits and held debriefing sessions with project staff
- Tracked progress of project activities
- Compiled project data and maintained databases for different project activities and analyzed data and visualize it for different presentations and reports
- Established CRM mechanisms and maintained an updated CRM database
- Conducted post-distribution monitoring (PDM)
- Develop case studies and success stories

Project Officer – M&E (Action Aid Pakistan)

Oghi Development Organization | Jun 2013—Sep 2013

Mansehra – KP, Pakistan

Responsibilities and achievements

- Implemented the M&E plan and develop M&E tools
- Collected, validated, entered, cleaned, compiled, and analyzed data
- Supervised baseline and needs assessment surveys and develop reports
- Maintained and kept an up to date the project database to be used for information sharing with different departments
- Conducted field monitoring visits and reported on findings
- Monitored livelihoods input distributions and training sessions
- Informed management with data/findings for timely decision-making
- Documented success stories, best practices, and lessons learned
- Maintain records of beneficiary complaints and solutions

**Monitoring, Evaluation and Reporting Officer (UNICEF) Pak Rural
Development Program | Jun 2012 – Dec 2012**

Bagh –AJK, Pakistan

Responsibilities and achievements

- Developed and managed the MER framework for the DRR Project
- Designed data collection plans and instruments
- Conduct regular field monitoring visits for activities monitoring including training sessions
- Built staff capacity in M&E and data collection techniques
- Collected data using different data collection tools, cleaned, analyzed, and reported on data
- Maintained database for project activities and shared with different stakeholders when needed
- Prepared the Indicator Tracking Table for monitoring progress
- Ensured process, output, and outcome monitoring
- Supervise baseline and end-line surveys
- Established a complaint response mechanism (CRM) and updated it on daily basis

Field Officer–Food Security and Livelihood (MFSP–Concern Worldwide Pakistan)

HAASHAR Association Mansehra | May 2011 – Nov 2011

Mansehra – KP, Pakistan

Responsibilities and achievements

- Identified and trained community activists (CAs)
- Formed Village Organizations (VOs) and Project Committees (POs)
- Built the capacity of CAs and VOs
- Collaborated with communities to prepared DRR plans
- Maintained the project databases for the villages assigned and shared with management when needed
- Distributed agriculture inputs (seeds, fertilizers, tools) and organized cultural events
- Supervised Community Physical Infrastructure (CPI) projects and tracked progress on regular basis
- Maintained CPI documentation, including resolutions, social feasibility, proposals, agreements, and POs formation
- Worked closely with the finance department for timely cash payments
- Participated in project evaluation activities

Team Leader Distribution | GFD – WFP | Flood Response 2010–2011 World

Vision International | Sep 2010 – May 2011

Muzaffargarh – Punjab, Pakistan

Responsibilities and achievements

- Developed food distribution plans and supervised distribution and registration teams
- Ensured the standard distribution process is followed and ensured availability of distribution equipment at sites
- Verified beneficiaries using thumb prints on lists and ration cards (MOVs)
- Conducted FGDs with beneficiaries on distribution process and food quality and informed management on findings
- Ensured proper quantities of all commodities at distribution sites received
- Ensured accurate commodity reports, including distribution center reports, daily distribution center reports, commodity monitor's reports, and truck inspection reports
- Successfully completed registration and distribution of food items to 10,000 caseload per month

Office Assistant/Sales Supervisor (Unilever Pakistan Ltd.)

Haji Mirzaman/M.Waheed Distributor Unilever Pakistan Limited

Jan 2010—Aug 2010 | Mansehra – KP, Pakistan

Responsibilities and achievements

- Supervised daily sales representatives (DSRs) and warehouse clerk
- Monitored merchandizing activities in the market
- Attended complaints, queries, and calls and maintained a logsheet for that
- Managed Return on Investment (ROI) and freight logistics
- Generated daily sales reports, invoices, damages and expiry claims
- Ensured sales promotions and discounts align with scheme offers

- Track DSR performance against daily, weekly, and monthly targets and managed credit accounts
- Monitoring and Evaluation Officer – Mother & Child Health Project | Earthquake Response 2005
American Red Cross | Dec, 2007 – Sep, 2009
Mansehra – KP, Pakistan**

Responsibilities and achievements

- Participated in the development of the M&E Plan, developed M&E tools, and used these tools for data collection
- Supervised data collection, compiled, cleaned, and analyzed data and used the results for reports development
- Coordinated closely with project staff their field plans and developed monitoring visits plans accordingly
- Developed and maintained an indicator tracking table
- Measured progress against objectives regularly and conducted debriefing sessions with project staff
- Contributed in progress reports and developed develop success stories

**Social Mobilization Officer-Education (ADH Germany) | Earthquake Response 2005 World
Vision International | Nov 2006 – Jun 2007
Mansehra – KP, Pakistan**

Responsibilities and achievements

- Contributed to Detailed Implementation Plan (DIP) development
- Organized Broad-Based Community Meetings (BBCMs) and formed Education Committees
- Mobilized communities and conducted need assessments
- Developed School Development Plans (SDPs), reactivate Parent-Teacher Councils (PTCs), and built their capacity
- Provide training on disaster mitigation, fire safety, first aid, and health & hygiene to school children
- Conducted baselines and end-line surveys and cleaned data with project coordinator
- Manage and analyze data and used that data in different reports
- Managed the Complaint Response Mechanism
- Conduct field visits to project sites and shared progress reports with project coordinator on regular basis
- Developed success stories

**Social Organizer-Education (UNICEF) | Earthquake Response 2005 ISCOS-
CISL | Apr 2006 – Sep 2006
Mansehra – KP, Pakistan**

Responsibilities and achievements

- Social mobilization and development of emergencies schooling material distribution plans
- Reactivation of Parent Teachers Associations (PTAs)
- Successfully completed distribution of schooling materials to all targeted schools
- Conducted training on health & hygiene, disaster preparedness, and first aid for school children
- Coordinated with child protection, livelihood, and education department
- Organized sports events and street theaters
- Developed daily progress report and shared with coordinator on regular basis

**Procurement Officer/Logistics| EarthquakeResponse2005
MSF-France | Oct 2005—Feb 2006
Mansehra – KP, Pakistan**

Responsibilities and achievements

- Managed all local market purchases, conducted market assessments, and maintained a suppliers' database
- Negotiated prices and obtain quotations, prepared purchase orders
- Ensured timely delivery from suppliers
- Handled administrative and accounting procedures related to purchases
- Collaborated closely with the Finance Department for timely vendor payments
- Managed advances issued by the Finance Department
- Selected skilled and unskilled labor for various tasks
- Coordinated with the warehouse for the delivery of supplies requested by different departments

Short-term Consultancies and Volunteer Experience

Consultant Data Collection (Third Party Monitoring of USAID's Community Resilience Activity –

North (CRA-N) implemented by IOM and Land Registration in Merged Areas Implemented by DAI | Institute of social and policy sciences (I-SAPS) | Aug 2022— Sep 2023

Peshawar – KP, Pakistan

Responsibilities

Participation in orientation session on use of data collection tools, Data collection through direct observations, Semi-Structured interviews, in-depth interviews, and FGDs with participants and trainers/organizers, Transcription of individual interviews and focused group discussions, Reviewing and proofreading of transcripts, Participation in team activities, feedback/review meetings by the interviewers/assignment managers

Quality Assurance Auditor/Evaluator (Shell Mystery Shopping, Audits, Brand Essentials Assessment (BEA) | ISC-CX | Sep 2021— Jun 2023

Peshawar – KP, Pakistan

Responsibilities

Complete training and visits to the Shell Filling Stations in KP and Punjab for Mystery Shopping, Audits, and Brand Essentials Assessment, Observation of the site, and reporting on mobile application “ISC-CX” after the site visit

Consultant Qualitative Data Collection (USAID – Maternal and Child Survival Program (MCSP)

Johns Hopkins Program for International Education in Gynecology and Obstetrics (Jhpiego) | Jul 2019 — Aug 2019

Quetta – Balochistan, Pakistan

Responsibilities

Data Collection within given time using FGDs and IDIs with health managers, service providers, male partners of family planning clients, Translation, Transcription (verbatim) of audio recordings of individual interviews and focused group discussions, Reviewing and proofreading of transcripts, Verification of spelling and audio stamps, Participation of team activities, feedback/review meetings by the interviewers/assignment managers

Field Supervisor, Gender-Based Violence, Implemented by International Medical Corps (IMC) People Empowering and Development Alternatives (PEDA) | Jun 2019 — Jul 2019

Mansehra – KP, Pakistan

Responsibilities

Participation in team planning workshop, Development of Data Collection Plan, Supervision of Logistics and Transportation, Training enumerators on survey tool, Supervision of enumerators, Data Collection within given time, Conducting FGDs and Transcription, Ensuring Survey protocols during data collection are followed, Debriefing sessions with enumerators on daily basis, Data Validation, Data Quality Control (callbacks, supervised interviews, spot checks)

Transcriber (USAID – GZD CADP)

Management Systems International (MSI Pakistan) |Apr2019—May2019

Islamabad – Punjab, KP

Responsibilities

Translation, Transcription (verbatim) of audio recordings of individual/group interviews, Reviewing and proofreading of transcripts, Verification of spelling and audio stamps, Participation of team activities, feedback/review meetings by the interviewers/assignment managers

Area Field Officer (Post-Polio Monitoring Campaign – World Health Organization) APEX

Consulting Pakistan | Apr 2019 — Apr 2019

Mansehra–KP, Pakistan

Responsibilities

Participation in team planning workshop, Field Expense, Logistics and Transportation Management, Training enumerators on survey tool, Supervision of Enumerators in Social Mapping, Sampling Methodology, Selection of Households, Polio Vaccinated Children, and data collection, Complete Data Collection within given time, Ensuring Survey protocols during data collection are followed, Debriefing sessions with enumerators on daily basis, Data Validation, Data Quality Control (callbacks, supervised interviews, spot checks), Reporting work progress with Zonal Field Officer on daily basis.

Volunteer/School Safety Trainer

Pakistan Red Crescent Society | May 2017 — Present

Mansehra – KP, Pakistan

Responsibilities and achievements

Formation, strengthening and capacity building of School Safety Committees (SSC), ERTs and Junior Youth Clubs (JYC), Simulations and Evacuation plans' formulations, Conducting School Safety Plans and HVCA, Sessions on DRR, School Safety and Health & Hygiene for school children, Conducting Evacuation, Search & Rescue, First Aid and Fire Fighting with targeted schools, Awareness raising sessions on COVID 19, Registration of beneficiaries for Hygiene Kit, Distribution of Hygiene Kits in Mansehra and Haripur.

Field Researcher/Data Analyst (DFID-KESP Midterm Evaluation)

Ecorys International Development | Mar 2018 — May 2018

DI Khan, Lakki Marwat, Bannu, Kohat, Hangu, Karak, Charsadda, Mansehra, Haripur, Abbottabad, Mansehra, and Battagram – KP, Pakistan

Responsibilities and achievements

Participation in tool designing for the study, Data Collection Plan, Coordination with KESP Provincial team and District Education Officers (DEOs), Ensuring quality and consistency of data, SSIs with DEOs, Writing up field notes of interviews, Developing Database for recording survey/interview responses, Entering and Cleaning data, Data Analysis of Quantitative data as well as Qualitative data by doing Thematic Analysis, Supporting National Consultant in Data Analysis and Reporting, and Participation in debriefing sessions

Field Research Supervisor (MFSP-Concern Worldwide Pakistan)

HAASHAR Association Mansehra | Dec 2011 — Jan 2012

Mansehra – KP, Pakistan

Responsibilities and achievements

Training enumerators on survey tool, Supervision of enumerators, Data Collection within given time, Ensuring Survey protocols during data collection, Debriefing sessions with enumerators on daily basis, Data Validation, Data Quality Control (callbacks, supervised interviews, spot checks)

Skills

Emotional Maturity Level (Excellent) | Cross-cultural sensitivity Level (Excellent) | Analytical skills (Excellent) | Urdu Inpage Level (Excellent) | Multitasking and working under pressure to meet deadlines Level (Excellent) | Administrative & Management Level (Excellent) | Adobe Photoshop & Adobe Premier Pro Level (Average) | SPSS Level (Excellent) | Max QDA Level (Beginner) | CSPro Level (Average) | MS Access Level (Good) | MS Powerpoint Level (Excellent) | MS Excel Level (Excellent) | MS Word Level (Excellent) | Kobo Toolbox (Excellent)

Trainings and Workshops Attended

Safe and Secure Approaches in Field environment (SSAFE) | BSAFE | Ethics and Standards of Conduct at WFP | IFAK | Preventing and Responding to abusive conduct at WFP | Prevention of Fraud, Corruption and SEA at WFP | Accountability to Affected Population | Staying Effective | Inclusive Humanitarian Programming | Kobo toolbox | Project Planning and Implementation | Data Analysis for M&E using Microsoft Excel | Choosing Data Collection Methods | School Safety Programming | Community Based First Aid | Disaster Risk Reduction | Cash Transfer Programming | Restoring Family Links | Monitoring & Evaluation | Sampling and Data Collection Techniques | Lots Quality Assurance | Qualitative Research Methodologies | Community Mobilization | Parent Teacher Association | Health & Hygiene | Maternal and Child Health Care & Nutrition | Commodity Management

References will be provided on demand