

IBAD ULLAH

BS Disaster Management
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Development & Humanitarian Professional

I am looking to take up a position where I can utilize my skills and abilities to make a positive impact on organization and society development that led to improvement and enhance both the organization and my own ambitions.

EDUCATION

BS-Disaster Management – Peshawar University – 2015

HSSC – Institute of Computer and Management Sciences, Peshawar – 2011 **SSC** –
Peshawar Public School and College, Peshawar – 2009

TRAININGS & CERTIFICATIONS

- Training on 'Gender Equality and Voluntarism' from UN Women - May, 2020
- Training on 'Gender Equality in the World of Work' from UN Women - April, 2020
- Training on 'Gender Concepts, International Frameworks for Gender Equality; and Promoting Gender Equality throughout the UN System' from UN Women - March, 2020
- Training on Women Economic Empowerment, Women Leadership and Decision Making, Violence against Women and Girls from UN women - March 2020
- Training on 'Prepare for Resilience Recovery, Response & Rehabilitation' from VSO - December, 2019
- Training on "Resilience" from - VSO September 2019
- Training on Organizational Preparedness Plan from – VSO December 2019
- Training from Punjab Emergency Services Academy on Community Action for Disaster Response in Emergencies – Dec 2019
- Online certification on 'VSO Approach to Resilience' from KAYA, Humanitarian Leadership Academy - December, 2019.
- Online certification on 'Effects of Emergency on Health and Nutrition' from KAYA, Humanitarian Leadership Academy - November, 2019.
- Received training on 'Disaster Preparedness and Resilience Building' from Islamic Relief - March, 2020

CORE COMPETENCIES

Project Management – Advocacy – Community Development – Humanitarian Assistance – Climate Change Adaptation – Disaster Risk Management – Inclusion – Capacity Building – Program Implementation – Event Management – Report Writing – Presentation – Information Management

– IT SKILLS –

MS Office Suite – Internet

KEY PROJECT INTERVENTIONS

[Take a Child to School – Dost Welfare foundation/British Council]
[DRR Road Map for flood affected district of KP and North Waziristan Insurgency – PDMA/GoKP]

- [Revival of Indigenous Cultural Heritage RICH -- GoKP/World Bank]
 - [Capability Development Project -- In search of Justice Welfare Org/PIE Venture UAE]
 - [Hospital Preparedness for Emergencies HOPE -- NDMP/ADPC]
 - [Situational Analysis of FATA Districts – NDMP/Care International]
 - [Ramadan Food Distribution in KP Districts – King Salman Humanitarian Aid and Relief Center]
 - [Building Disaster Resilient Pakistan Phase II BDRP II – NDMP/Consortium Partners]
 - [Prepare for Resilience Recovery Rehabilitation and Response P4R – VSO Pakistan/EU]
 - [Multi Sectoral Human Development Initiative MSHDI Covid Response – VSO Pakistan/DFID]
 - [Safe Peaceful and Resilient Communities SPARC – VSO Pakistan/DFID]
 - [Women’s Empowerment and Political Participation – KP – WEPP-KP/ Cowater International/GAC]
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SUMMARY PROFILE

- Highly motivated professional of solid contribution in Project Management, Planning & Implementation with diverse experience in public and development sectors – Government, Donors and Private Sector.
- Managed multiple projects to strengthen development interventions under the charter of good governance.
- Rich experience within development arena in public and private sectors (2016 – 2023)
 - Development Sector: World Bank, DFID, EU, ADPC, GAC (consist of multiple donors)
 - Public Sector: Directorate of Culture GoKP and PDMA GoKP.
- **Proven experience in developing Concept Notes, Work Plans, Strategic Planning, Advocacy, Evaluation, Partnership Management, Monitoring, and Capacity Building.**
- Assistance in development of Manuals & Guidelines for capacity building of staff and community members with its smooth implementation for multiple projects in development sector.
- Successfully led Multiple Assignments for projects and subprojects under project implementation plans.
- Successfully managed advocacy campaign for out of school children under Take a Child to School TACS project by British council.
- Certification in Microsoft Office Suit, Project Management Essentials, International Humanitarian Law, Gender Responsive M&E, Budgeting, Communication skills and many more.

PROFESSIONAL EXPERIENCE

Assistant Project Officer [Project Implementation, Administrative Assistance and Financial Assistance]

Women’s Empowerment and Political Participation Project in KP / Cowater International - Global Affairs Canada, GoKP,

Pakistan

December 2020 – October 2023

- Provide Technical Assistance to Admin and Finance in conducting and reporting project activities.

- Provide support in project implementation by addressing challenges in the project performance to ensure that targets and outcomes are achieved in line with resources available.
- Provide administrative and financial support for the efficient implementation WEPP-KP project activities including trainings, workshops, seminars, exposure visits and community forums.
- Facilitate admin and finance in event management, support in processing cash and bills from the banks, coordination with vendors, and partners for receipts.
- Support in drafting letters for Government departments, printing of event tools, and documents for the project activities and procurement of equipment.
- Support in coordinating the project events and ensuring the availability of tools, documents and equipment.
- Support in conducting community forums on pro-women laws and leadership at district level.
- Support in conducting trainings for Elected representatives of KP on Local Governance Act 2019.
- To provide support in program implementation through working with provincial & district Partners. •
To assist program and M&E team in developing monitoring visit report, quarterly and annual reports.
- To compile and manage project data both in hard and soft form.
- Any other task assigned by the management in support of the project activities.

Key Outcomes:

1. Institutional strengthening of key stakeholders in Women's Empowerment and Political Participation in KP.
2. Documentation of Special Legislation for KPCSW to review policies and laws related to gender.
3. Capacity Building of district committees and Awareness raising to district committees and community members m/f on Pro-Women Laws, women empowerment action planning and political participation.
4. Gender Responsive trainings at Provincial and District level.
5. Celebrations of 16 days of activism.
6. 1st Annual KP Women Conference
7. Successful Closing of WEPP-KP Project

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Project Delivery Support Officer [*Project Implementation, collaboration with partners for capacity building in CBDRM and Resilience*] **November 2020 – Dec 2020**

SPARC (Safe Peaceful and Resilient Communities), FCDO Funded Project / VSO Pakistan, GoP,

- Provide support to project manager to develop and maintain detailed plans for projects, producing them in a variety of formats as necessary to suit audience.
- Support project manager (Where appropriate) to provide timely project updates to key stakeholders.
- Provide support to line manager in compilation of reports and information management of the project/ Programs.
- Support the line manager to ensure compliance to all donor requirements.
- To provide support in project implementation by addressing challenges in the projects Performance.
- To ensure set targets and outcomes are achieved in line with resources available.
- To support and organize key project review meetings, reflection and learning events and partner visits.
- Support in organizing training and seminars for partners organizations and VSO staff and report development.

Key Outcomes:

1. Implementation of Capacity Building Plan for Rescue 1122 on CADRE for Community Emergency Response Teams (CERTs).
2. Celebrations of International Volunteer Day
3. Procurement of PPEs for CERTs
4. Formation of National Volunteer pool and Data base for NDMA in Collaboration with Islamic Relief Pakistan.

- Provide support to partner office in implementing Covid-19 response activities.
- Support in project quality and coordination meeting with stakeholders for smooth implementation of project activities.
- Provide support in technical assistance, capacity building, and training to primary actors, youth, marginalized, vulnerable and excluded groups.
- Provide support in planning, organizing and implementing trainings for parents (Women groups) on SOPs of Covid-19 for school reopening, storytelling techniques and psychosocial support.
- Provide support in quality project reporting and scale and reach database.

Key Outcomes

- Covid-19 Response
- Trainings on Business Development Models
- Schools Risk Assessment
- Provision of Hygiene Kits to primary schools
- Parents Teachers Councils Training for Covid-19 Response at household level focusing on child protection.
- Training Modules for training participants

Project Officer - Humanitarian VSO Pakistan

August 2019 - August 2020

[Prepare for Resilience Recovery Rehabilitation and Response – P4R Project] □

Support in collaborating and networking with key actors.

- Support in project quality and transform the invaluable source of knowledge and coaching.
- Provides technical assistance, capacity building, and training to staff, relevant stakeholders and counterparts in order to support the growth of organization goals and mission.
- Support in assistance to country focal point in planning, implementing and reporting of Capacity building activities around Organizational preparedness and Community preparedness interventions at country office level.
- Facilitated VSO M&E team in conducting surveys around Rapid Risk Assessment, Partners service and capacity assessment for Covid-19 response.
- Attended online courses on Women Empowerment and Gender Equality offered by UN Women.
- Support in drafting concept notes for capacity building needs of staff, Volunteers and Primary actors.
- Any other task assigned by line manager.

Key Outcomes

- Submission of application for EU Aid Volunteers to implement projects on resilience in Pakistan

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- Resilience Training for VSO Staff and Partners
- Strengthening of Policies and practices around volunteer management at national level
- System Mapping and Stakeholders mapping
- Humanitarian and Resilience stakeholder's coordination for resilience building and humanitarian response at system level.
- Community Preparedness Plan.
- Organizational Preparedness Plan

- Building capacity of VDMCs on DRR interventions.
- A project funded by DWHH with implementing support from Doaba Foundation and technical support from NDMP in Rajanpur District of Punjab.
- Providing logistic and admin support to trainers for delivering trainings around DRR, First aid and psychosocial support to Village disaster management committees.

Key Outcomes

- Capacity Building of Village Disaster Management Committees
- Trainings on CBDRM, First Aid, Flood Search and Rescue in collaboration with Rescue 1122 Rajanpur district.

**Field Inspector – King Salman Humanitarian Aid and Relief Centre
Food Distribution Project]**

April 2019 – May 2019 [Ramadan

- Distribution of Ramadan Food Packages as a representative of King Salman Humanitarian Aid and Relief Centre (Pakistan Office) in the targeted communities of Pakistan in coordination with Pakistan Bait ul Maal.
- Quality assurance of food materials at CSD stores, follow up with vendors for providing food to the target locations. □
Covering all relief interventions in selected districts □ Reporting of food distribution activities to head office. **Key Outcomes**
 - Quality assurance of food packages including at preparation points.
 - Successfully distribution of food packages in 6 districts of KP.
 - Successful coordination with Pakistan Bait ul Maal and Canteen Services department for beneficiary lists and preparation of food materials.
 - Reporting to head office on humanitarian interventions.

**Training Associate – Network of Disaster Management Practitioner (Pvt.) Ltd
[Multiple Projects different Donors]**

January 2018 - July 2018

- Supporting the teams in all respective districts of south Punjab on all training matters.
- This includes planning, implementation and oversight of training activities at provincial level considering the needs of the government institution.
- Facilitate the team in ensuring effective management, implementation of all trainings in all targeted districts in collaboration with management of the government institution as per work plan focusing on achieving the set outputs and outcome. **Key Outcomes**
- District Disaster Management Plans for Muzaffargarh, Multan and Rajanpur districts of Punjab Province.
- Series of Trainings to doctors from whole country under Hospital Preparedness for Emergencies (HOPE) funded by ADPC.

**Program Officer – In Search of Justice Welfare Organization
[Capability Development Program]**

August 2017 - December 2017

- Took the lead in the overall management project and implemented activities providing Quality Financial support to small medium enterprise for promoting entrepreneurship.
- Also provided technical support to related stakeholders.

Key Outcomes

- Grants to SMEs for uplifting and growing their businesses under capability development program.

**M&E Intern – Directorate of Culture GoKP
Cultural Heritage]**

January 2017 - July 2017 [Revival of Indigenous

- Monitored project activities in all respective districts of Khyber Pakhtunkhwa as per the set indicators for the project.

- This includes frequent visits to field and partner offices.
- Evaluation of the set indicators as per the project deliverables including detail monitoring report and documentation.
- **Key Outcomes**
- Successfully conducted cultural activities throughout KP.

**Volunteer – Dost Welfare Foundation
a Child to School (TACS) by British Council]**

October 2016 - December 2018 [Take

- Identification of out of school children and consultation with their parents to send them to school.
- Consultation with parents of those out of school children who were involved in child labor and persuading them to send their children to school.
- Documentation of the admitted children and submission of that documentation to Dost Welfare Foundation for financial support of those children who could not bear their study expenses.

Key Outcomes

- Successfully organized campaign at village council level for taking out of school children to schools.

**Undergraduate Internship – Provincial Disaster Management Authority GoKP
[Take a Child to School (TACS) by British Council]**

July 2014 - September 2014

- Assistance in communication at Provincial Emergency Operation Centre for Temporary displaced persons of insurgency crises in North Waziristan
- Daily situation reports to line departments and chief secretary control room.
- Research work with DRM section in formation of Disaster Risk Management Road map for Nowshera and Charsadda Districts.
- Maintaining record of effected communities of moon soon flood with relief section of 2010 flood in charsadda.
- Field visits to jalozai camp for assessing the needs of effected people and submit report to relief section to mobilize support through donor community working in the camp. **Key Outcomes**
- Supported the migration of temporary displaced persons from North Waziristan and swat districts during insurgency crises.
- Developed DRM Road Map for Nowshera and Charsadda districts.

DISTINCTIONS

- Appreciation Shield from Voluntary Services Overseas Pakistan - upon successful completion of P4R Project
- Winner of **Prime Minister's LAPTOP** on merit basis.

Zuhra Luqman

Gender Advisor – WEPP-KP
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REFERENCES

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PERSONAL INFO

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