

CURRICULUM VITAE

MUHAMMAD IQBAL

- Permanent address: Shahpur Chakar Taluka Shahdadpur District Sanghar.
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Career Objective:

"I am interested to render my service regarding the position you recently advertised. I am confident that while in this position I will be able to make the most of my management and leadership skills along with my abilities to create a harmonious professional environment for the betterment of the targeted area."

Profile:

The man of decision with optimal and optimistic approach, **Mr. Iqbal** is a socialist having more than **10 years' experience in Field** with profound capacity of **Social Mobilization**, especially in the **Monitoring and Data collection, Volunteerism, Advocacy, and Action Research** and with **Program Conducting Skills**. Including; empowerment of the grass-root development sectors and enhancement of the socio-economic indicators of society have been the focus of his performance. The cadre of his working institutions covers the NGOs, INGOs as well as the welfare organizations at the national and local level. This is the evidence of variety of the experience he has in the field of development & welfare.

Mr. Iqbal is smart motivator to plan and implement the program strategies, monitor program activities; he also possesses strong report writing proficiency, sharp decision making skills, innovative & creative ideas for community development promotion with effective team and program management.

Educational Qualifications

- ◆ Masters in Sociology University of Sindh Jamshoro 2008 (Second class)
- ◆ Graduation from University of Sindh Jamshoro 2005 (Second class)

Professional Experience

Job Title: MEAL and Documentation Officer.

Organization: Strengthening Participatory Organization SPO.

Project: Early Recovery & Rehabilitation

(WASH, FES, & GBV)

From: 14 September 2023 to 31 December 2023

Location: District Sanghar

Key Responsibilities

- The MEAL Officer will be responsible for providing technical monitoring and evaluation support to program teams and overseeing all M&E plans for programs
- The MEAL Officer will ensure timely monthly, quarterly annual reporting of Project
- Develop and ensure adherence to a detailed implementation plan for M&E activities with Support of Senior MEAL Officer-NC
- Develop project related qualitative and quantitative M&E tools with the technical support from Senior MEAL Officer-NC
- To train the project staff in using relevant M&E data tools for the improvement of program activities.
- Catalogue lessons learned and achievements in the field for better project designing and decision making, and for donor reporting and cultivation.
- Work with the Senior MEAL Officer- NC to identify opportunities to strengthen the office's overall monitoring, evaluation, accountability, and learning activities.

- He will adhere SPO Policies and Procedures

Program Management & Implementation:

- Support the Regional Manager/Project Manager and Senior MEAL Officer- NC in his/her functions to oversee and manage program implementation functions, including budget and finance management, work planning, monitoring and evaluation and reporting functions.
- Support the Regional Manager and Senior MEAL Officer- NC in his/her functions to coordinate and manage the overall quality delivery of the program in an effective and efficient manner.
- Assist in preparing annual work plans & budget in line with the program outputs and objectives.
- Provide strategic guidance on activity planning, implementation strategies and future program orientation

Professional Experience

Job Title: Monitoring, Evaluation, Accountability & Learning | MEAL Assistant.

Organization: HUMAN APPEAL Pakistan

From: 9th May 2023 to 11 September 2023.

Location: District Jamshoro

Key Responsibilities

- Assist MEAL Officer to prepare validation plans and delivery schedules in close coordination with the project teams.
- Verify daily updated hard and soft data.
- Monitor that information concerning cash disbursement schedules are disseminated well in advance to the relevant beneficiary.
- Monitor that all equipment & materials are available at the disbursement points.
- Assist and monitor that appropriate cash distribution to eligible recipients/beneficiaries according to the approved plan and as per agreed amount and standard as approved by the donors.
- Randomly monitor the processes with staff as well as beneficiaries; properly document the result and report to Project Manager for further actions.
- Assist in Post Disbursement Monitoring with beneficiaries as per HAP MEAL Guidelines
- Conduct frequent field visits for validation and monitoring.
- Assist in collection of beneficiary complaint response mechanism data.
- Take lead on entering beneficiaries' data in the program database.

Professional Experience

Job Title: Monitoring, Evaluation, Accountability & Learning Officer | MEAL Officer.

Project: Health and Nutrition Response for Disaster Affected Population Tharparkar.

Organization: **HELP** | Health, Education & Literacy Programme

From: 21 December 2020 to 30th April 2023

Location: District Tharparkar

Key Responsibilities

- Collect data on a regular basis to measure achievement against the performance indicators

- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Designing of Standardized Monitoring evaluation tool in consultation with senior Program Manager.
- Use Standardized approved monitoring Evaluation tool for M&E.
- Independently monitor and evaluate standard of work and project progress against agreed timeline and log frame and assess the achievement and limitation.
- Monitor project description and methodology.
- Facilitate collection and utilization of reliable, timely and relevant information.
- Monitoring of the office premises, including attendance register, leaves record, vehicle log books etc on template provided by head office.
- Monitor of the targeted MCH centers and the project field activities.
- Develop Beneficiary Satisfaction/feedback survey forms.
- Assess Satisfaction of the beneficiaries by conducting beneficiary feedback survey.
- Report writing.

Professional Experience

Job Title: Social Organizer

PPRP: Peoples poverty reduction program(Funded by Govt of Sindh)

Organization: Sindh Rural Support Organization (SRSO)

From: 8th April 2019 to 19 December 2020

Location: District Sanghar

Responsibilities and achievements: -

- Conduct social mobilization and arrange meeting with Community groups.
- Share the project detail with communities and beneficiaries' selection criteria to avoid miss-understanding.
- Capacity building of the Cos, VOs, LSOs Members through training and meetings.
- Reporting of events to the line management.
- Facilitate Cos, VOs, LSOs in conducting awareness raising campaigns on various issues as per project activities.
- Database management.
- Coordination with stakeholders especially district administration, local government and local line departments.

Professional Experience

Job Title: Social Mobilizer(Health-Nutrition)

Organization: THEJOHANNITER International Assistance

From: 20 January 2016 to 30 October 2016.

Location: District Sanghar

JOB DESCRIPTION

- Conduct community mapping, profiling, baseline and end line surveys.
- Screening children & registration of malnourished children.
- Conduct PDH session for malnourished children.

- Conduct awareness session & Deworming under 5 years children.
- Actively participate in all aspects of village committees' formation.
- Identification of beneficiaries as per project proposal and training delivered.
- Assist in the implementation of WASH and DRR activities.
- Identify suitable beneficiaries for Health & Hygiene promotion sessions and CRRTs.
- Organize Health & Hygiene promotion/DRR training.
- Compile data of awareness raising sessions.
- Aware & facilitate communities and conduct meetings with CO members.
- Written and verbal reporting to the line supervisor on daily/weekly/monthly basis.
- Perform all activities in line with the organization protocols and procedures.
- Attend staff coordination meeting.
- Accept and perform any task assigned by the line supervisor.

Professional Experience

Job Title: Monitoring and Evaluation Officer.

Organization: Sindh Health & Education Development Society (SHEDS).

From: 5 December 2013 to 31 March 2015.

Job Description

- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyses and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.

Professional Experience

Quality Education and Hygiene Promoter

05th March 2012 to 30th November 2013.

DevCon an Association for Rural Development Sanghar

Children's Action against Oppression and Neglect (CHAON) Project Sanghar.

JOB DISCRIPTION

- To provide support to develop, review, update and implement (SIP) School Implement Plans.
- To undertake steps towards SMCs/SCs meetings and ensure parent-teachers meetings.
- To ensure that SMCs/ SCs CO and general community take active part in SIP Implementation and monitoring and encourage community contribution both in cash and kind.
- To support teachers in setting personal goals while referring to national professional standards for teachers in Pakistan.
- To introduce new, practical and effective instructional methods.
- To support teachers and colleagues to document best practices, short/ medium/ long term results in relation to Child Friendly Schools (CFS) approaches.
- To promote and organize regular co-curricular activities.
- To hold refresher courses at time for 2nd shift school teachers.
- Implement School Health and Nutrition (SHN) program in target schools.
Administer tool of SHN and record data to generate periodic reports.

Trainings/workshops

Attended/participated

- ◆ Four days ToT on "Maternal & Neonatal Child Health" (MNCH) from 31 May to 03 June 2016.
Organized by THE JOHANNITER international Assistance
- ◆ Seven days ToT on "Positive Deviance Hearth" (PDH) from 08 to 14 Feb 2016
Organized by THE JOHANNITER international Assistance
- ◆ Three days ToT on "WASH, DRR, & Food Security & Livelihood" from 26 to 28 January 2016
Organized by THE JOHANNITER international Assistance
- ◆ Three days ToT on "Partnership Define Quality "(PDQ Process) from 06 to 09 July 2015

Organized by MCHIP JHPIEGO

- ◆ Two days ToT on “Child Focused Health Education” from 30 to 31 March 2012
Organized by DevConSanghar
- ◆ Three days ToT on “Art of Social mobilization” from 18 to 20 March 2009
At (HID) SAFWCO Hyderabad
- ◆ Two days training on “Social Mobilization” 30th & 31st December 2008
Organized by: Sindh Agricultural & Forestry Workers Coordinating Organization (SAFWCO)

Conducted/Arranged

- ◆ Community Mobilization
- ◆ Dialogue Programs
- ◆ Workshop for Youths
- ◆ Lectures
- ◆ Seminar & Trainings

Skills

Language:

Speaking and writing fluency in:
Urdu, Sindhi, Panjabi and English.

Computer:

Proficient in using: MS Office (Complete), Internet, Multimedia, Scanners, digital cameras,
Windows Installation etc., Typing speed in English 30 wpm

Strength & Interests

- ◆ Training & presentation Skills
- ◆ Monitoring & Evaluation
- ◆ High Degree of Leadership and Organizational Skills
- ◆ Excellent interpersonal communication skills
- ◆ Ability to manage multiple tasks and conflict resolution

Personal Information

Father Name	Abdul Aziz
Date of birth	01-03-1986
CNIC #	44204-1774648-9
Domicile	Sanghar
Nationality	(Pakistani)