**Muhammad Amir Shahzad**

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**Profile**

Highly motivated and resourceful community development practitioner with over 10 years’ experience in development sector, including Facilitator / Trainer about Climate Change with British Council’s PYLI Project, Thematic focus on Public Health in Polio Eradication initiative & EPI of (COMNet) UNICEF, Pak Mission Society, Apex Consulting Pakistan, Community appraisal & Motivation program (CAMP), Socio economic and business consultants (SEBCON) and Sustainable Development Policy Institute (SDPI). Well versed in public policy, Government affairs, public relations, Health, education, political research and community referral procedures and techniques. Proven record of accomplishment of Trainings, Advocacy in health sector, mobilization and field research comparative analysis. Expert skills in monitoring framework of the program and ensuring effective execution by program team; Creating and implementing guidelines for evaluating program’s strength and areas. Known for utilizing time efficiently – Can concentrate efforts on important priorities along with attending a broader range of activities because of organizing time; ability to orchestrate multiple activities to accomplish a goal.

**Areas of Expertise**

Project and program Management | Advocacy and Governance | Focus Group Discussions | Report writing | Field mobilization and community engagement | Team Leadership | Health and Education sector |Monitoring and Evaluation | Trainings | Research and knowledge management | Communication skills | Disaster management.

**ACADEMIC QUALIFICATION**

**M.Phil. Sociology** (GC University Faisalabad---------------------------------------2016)

**M.A Political Science** (University of Sargodha, Sargodha -------------------------- 2012)

**Master of Business Administration** (Mohi-Ud-Din Islamic University AJ&K (ISB Campus) --- 2011)

**PROFESSIONAL EXPERIENCE 10 Years**

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| **British Council**  **Designation:** **Facilitator / Trainer**  *Pakistan Youth Leadership Initiative on Climate Change*  **Duration:** *March. 22, 2024 – Continued*  **Main Responsibilities**   * Train 640 Youth Leaders on Climate Change * Help them to produce Youth Led Actions and Proposal writing * Enable Youth led GYM Clubs to promote Green Actions |

**Designation:** **Tehsil Communication Officer (UNICEF) (Faisalabad)**

*UNICEF’s COMNet project for Polio Eradication Initiative under Expanded Program on Immunization.*

**Duration:** *October. 10, 2022 – 31-10-2023.*

**Main Responsibilities**

• Liaison and close coordination with District Health Authority (DHA) and WHO staff, Faisalabad.

• Responsible to attend the meetings organized in DHA and DC office Faisalabad.

• Working as partner staff and playing supportive role in Polio Eradication in district Faisalabad.

• Conduct Pre-campaign Social mobilization activities with High Risk Mobile Population of Faisalabad

• Conduct Community engagements sessions and Focus Group Discussions to dig out core concerns

Regarding Polio vaccine and sensitize community to minimize Religious, Medical and all other refusals

• Monitoring of field teams during Polio Campaigns.

• Submission of Weekly and Monthly reports to DHCSO.

• Advocacy of NGOs, Govt. line departments and other stakeholders regarding Polio Awareness.

• Responsible to do any task assigned by PEOC and NEOC

**Pak Mission Society (PMS)**

**Designation:** **Project Manager (Faisalabad)**

*Contact Tracing and Advocacy for Covid-19 (Gallup Pakistan & International Research Force)*

**Duration:** *March. 25, 2022 – September. 15, 2022*

**Main Responsibilities**

* Plan and Develop the Project Idea. Every project starts as an idea.
* Create and Lead Your Dream Team.
* Monitor Project Progress and Set Deadlines.
* Solve issues That Arise.
* Manage the Money.
* Ensure Stakeholder Satisfaction.
* Evaluate Project Performance.
* Monitor awareness Sessions about Covid-19 with youth and Religious leaders.
* Monitor the process of contact tracing of Covid-19 Patients.
* Sensitize communities over Refusal for Covid-19 vaccine.
* Help to Minimize Religious refusal of Covid-19 vaccine.
* Conduct awareness session to sensitize communities about Covid-19 Booster Dose and repeated vaccination.

**Sustainable Development Policy Institute (SDPI)**

**Designation:** **District Coordinator (Chiniot)**

*(BISP—NSER)*

**Duration:** *June.22, 2019 – Feb. 10, 2022*

**Main Responsibilities**

* Provide technical assistance/support in monitoring, evaluation of project activities with other partners.
* Provide assistance in documentation process of ongoing activities and preparation of donor and Home Office reports.
* Assist in identification of capacity building needs of project staff and provide/arrange trainings/refreshers/orientations wherever required.
* Provide necessary technical and organizational support to conduct trainings/ workshops / seminars / meetings etc.
* Plan and conduct monitor and evaluate, survey, social mobilization and capacity building activities in District.
* Maintain an updated database of all trainings, survey and social mobilization activities at district level.
* Assist in developing weekly, monthly and quarterly work plans as envisaged in the project proposal.
* Assist in conducting door-to-door surveys of the project.
* Liaise with Line Departments, Population Welfare, EPI and all other BISP partners and stakeholders at districts level.
* Ensure establishment of District Technical committee at District level for Route maps development and daily rout.

**Socio Economic and Business Consultants (SEBCON)**

**Designation:** **Area Coordinator (Faisalabad)**

*(BISP—NSER)*

**Duration:** *Dec.23, 2017 – June. 15, 2019*

**Main Responsibilities**

* Provide technical assistance/support in monitoring, evaluation of project activities with other partners.
* Provide assistance in documentation process of ongoing activities and preparation of donor and Home Office reports.
* Assist in identification of capacity building needs of project staff and provide/arrange trainings/refreshers/orientations wherever required.
* Provide necessary technical and organizational support to conduct trainings/ workshops / seminars / meetings etc.
* Plan and conduct monitor and evaluate, survey, social mobilization and capacity building activities in District.
* Maintain an updated database of all trainings, survey and social mobilization activities at district level.
* Assist in developing weekly, monthly and quarterly work plans as envisaged in the project proposal.
* Assist in conducting door-to-door surveys of the project.
* Liaise with Line Departments, Population Welfare, EPI and all other BISP partners and stakeholders at districts level.
* Ensure establishment of District Technical committee at District level for Route maps development and daily rout.

**Post Campaign Monitoring (PCM) APEX Consulting**

**Designation: Zonal Field Officer (Faisalabad)**

*(Polio Eradication Project of UNICEF)*

**Duration:** *July. 20, 2015 – Nov. 25, 2017*

**Main Responsibilities**

* Train the field monitoring teams for post-polio campaign monitoring
* Lead and monitor the field teams.
* Collect the reports field teams and compile the reports.
* Plan and implement the visits of teams.
* Compile daily reports and submit.

**Post Campaign Monitoring (PCM) APEX Consulting**

**Designation: Area Field Officer (Faisalabad)**

*(Polio Eradication Project of UNICEF)*

**Duration:** *Feb. 17, 2014 – June. 30, 2015*

**Main Responsibilities**

This is a short-term polio campaign-based activity performed as Area Field Officer to manage effective project activities and achievement in assigned district keeping in view the project field activities of Polio post campaign monitoring. The Area Field Officer worked under the direct supervision and guidance of the Zonal Field Officer. I have performed the following;

* Attend three days of training at Faisalabad.
* Being reviewing assigned field areas and prepare an efficient route.
* Maintenance of record sheets with locations and the number of questionnaires filled and uploaded to the server.
* Maintenance of log sheets, record qualitative response and lesson learned the record of replacement villages.
* Ensure implementation of brainstorming sessions with the members of the team, highlighting key issues and trends, as per guideline provided by APEX.
* Make mobility plan with the consultation of enumerators, assigned villages to enumerators.
* Close coordination with Divisional Coordinator, Internal monitoring teams, client officials and finance manager.
* Ensure logistics arrangements for the field and be cooperatives with the field team.
* Supervise the fieldwork identify the weakness and address
* Ensure the quality of data from the field team, collect the hard form, and make sure that the data is uploaded.
* Make a sure hourly and daily report to Zonal Field officer
* Submit hard data and devices to Zonal Offices at the end of the field.

**Community Appraisal and Motivation Program (CAMP)**

**Designation**: **Supervisor (Chiniot)**

**Duration**: *July 01,2013– Jan. 06, 2014*

**Main Responsibilities**

* During my job tenure with CAMP, I worked on disaster resilient linked community (DRLC) project
* Developed IEC material on DDR for training.
* Formed 70 disaster management groups (DMGs) for DRR training in flood-prone areas of District Chiniot.
* Supervise trainings on DDR to 70 DMGs and train more than 560 people
* Facilitated DMGs members in rollout training to 11200 people.
* Formed 25 School Disaster Management Groups (SDMGs) at GOVT. High school in flood prone areas of District Chiniot.

**TRAININGS ATTENDED**

* Training on ***“Role of Media to Sensitize Communities”*** *organized* by the **Gallup Pakistan**on May 11-12 23, 2022 at Serena Hotel, Faisalabad.
* Training on ***“Strategies about Religious & Medical Refusals of Covid-19 Vaccine****” organized* by the **Gallup Pakistan** on May 03, 4, 2022 at Serena Hotel, Serena.
* Training on ***“Contact Tracing and Advocacy for Covid-19”*** *organized* by the **PAK Mission Society** on April 23-24 and May 01-02, 2022 at David Villa, Faisalabad.
* *“****Behavioral Change Communication Strategies”*** *3 days training organized* by the **International Research Force** on April 24-25, 2022 at Serena Hotel, Islamabad.
* *“****Covid-19 Vaccine”****02-day training organized* by the **Gallup Pakistan** on April 16, 17, 2022 at Serena Hotel, Islamabad.
* Attended 05 days “***TOT”*** Under National Socio-Economic Registration Project organized by **SDPI** on June 15-19, 2019 in Grand Lexus Hotel, Lahore
* Attended 04 days “***TOT”*** Under National Socio-Economic Registration Project organized by **SEBCON** on Dec. 12-15, 2017 in Pak Continental Hotel Islamabad.
* Training on “***Disaster Management Groups”*** *organized* by the Community Appraisal and Motivation Program on July 20-22, 2013 at Hotel One, Faisalabad.

**TRAININGSDELIVERED**

* Delivered 04 days training to ***“Area Coordinators”*** Under National Socio-Economic Registration Project organized by **SDPI** on June 26-29, 2019 in Grand Lexus Hotel, Lahore.
* Delivered 03 days training to ***“Team Supervisors*** “Under National Socio-Economic Registration Project organized by **SEBCON** on JAN 16-18, 2018 in Edison College Faisalabad.
* Delivered 03 days training to ***“Social Mobilizers”*** Under National Socio-Economic Registration Project organized by **SEBCON** on JAN19-21, 2018 in Edison College Faisalabad.
* Delivered 03 days training to ***“Field Enumerators”*** Under National Socio-Economic Registration Project organized by **SEBCON** on JAN 23-25, 2018 in Edison College Faisalabad.
* **ABILITIES**
* Able to work in a Multi-Cultural Environment.
* Able to achieve multi-tasking goals in an effective & efficient manner
* Good Communication as well as Interpersonal skills.
* Cooperation, team oriented and self-motivated.
* Ability to establish CBOs.
* Decision-making skills, and excellent problem-solving skills as well.
* Multilingual, fluent in local languages, can speak English, Urdu, Punjabi, Saraiki languages fluently

**COMPUTER SKILLS**

* Professional command on MS Office (word, excel, power point, publisher, etc.)
* Have creative skills of internet browsing and searching.
* Having typing speed of 40 words per minute.

**REFERENCES**