

## Muhammad Manzoor

**Address: Killi Alizai Teshil Huramzai District Pishin Balochistan**

**CNIC: 54303-9340218-7**

**Experience: 5 Years**

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### Professional Summary:

I have a demonstrated experience of Five years in the development projects based in Baluchistan and Mphil qualified in the subject of American Studies. **Currently, working with Chip Training and Consulting as Union Council Operation Officer Alizai, District Pishin.** Previously worked with **Innovative Development Organization as a District Field Officer Killa Abdullah, a project funded by IOM. I have worked as a Monitoring & Evaluation Officer** in a project named Baluchistan Livelihood & Entrepreneurship for Afghan Refugees in District Killa Abdullah. I have also served Islamic Relief and Taraqee Foundation on the positions of M&E and Education Officer. With these experiences, I will be a valuable addition to your team as to bring the best of my abilities to serve and promote the growth of your organization.

### Skills & Competencies:

- Excellent communication skills both written & oral
- Excellent leadership, motivational, analytical and problem solving skills
- Excellent management and negotiation skills
- Excellent report writing skills
- Diverse work experience with local, national, and international organization
- Ability to travel to remote areas and stay in project areas

### Education:

**Mphil in American Studies August 2015-Feb 2018**

Quaid I Azam University Islamabad

**B.S Hons in English Literature & Education August 2011-August 2015**

Forman Christian College Lahore

**Union Council Operation Officer**

**Chip Training and Consulting**

**Project: Community Based Vaccination (CBV)**

**Duration: Present**



**Job Essential Responsibilities**

- Providing updates on the progress of polio eradication activities in the union council area.
- Identifying areas where there is low immunization coverage and developing strategies to increase coverage in those areas.
- Coordinating with healthcare workers and volunteers to ensure that vaccination teams are properly trained and equipped.
- Ensuring that vaccines are stored and transported safely and that vaccination teams have the necessary supplies and equipment.
- Identifying and addressing any logistical or operational issues that arise during the course of the polio eradication campaign.
- Overall, the Union Council Delivery and Operation Officer plays a critical role in ensuring that polio eradication efforts are effectively carried out at the union council level and that immunization coverage is increased in areas where it is needed most.
- Desk and field validation of micro census before each campaign.
- Prepare and update the UC wise micro plan before each SIAs.
- Ensure CBV workers training prior to every campaign.
- Plan and conduct community engagement activities at UC level.
- Ensure timely receiving of logistics for campaign, distribution and maintaining record.
- Monitoring and supervision of polio campaign activities.
- Submission of campaign activities data as per timelines.

**Contact Details:**

**Doctor Najeeb (03058387161)**

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**Monitoring & Evaluation Officer BLEP District Killa Abdullah**

**Innovative Development Organization**



**Project: Baluchistan Livelihood & Entrepreneurship Project.**

**Duration: January 2023-May 2023**

**Job Essential Responsibilities**

- Ensure quality implementation of program activities in the district as per budget and work plan.
- Serve as a focal person for IDO at the district level, ensuring active follow up on key tasks, active sharing of learning and challenges, coordination and engagement with key stakeholders
- Provide support to Program Coordinator during all phases of the project including setting up, project implementation, procurement, implementation, monitoring and reporting.
- Conduct regular visits of all identified health facilities of targeted district and provide feedback to Project Coordinator and Senior Technical Advisor.
- Prepare event reports, training reports, monthly progress reports of awareness sessions, success stories on bi-monthly/quarterly basis and submit to PC for review and record.
- Prepare work plans on monthly basis for project activities and procurement plan for distribution of PPEs, IEC and Cash support items.
- Coordinate regularly with selected Health Facility / Incharge/MSs, District Manager PPHI, Security Focal persons, Local NGOs, District Health Department of Punjab for smooth implementation of project related activities as per work plan.
- Ensure that objectives and indicators as outlined in the grant agreement are met in time.
- Follow all MC SOPs on Safety and Security while conducting the activities in the assigned areas.
- Ensure that the SOPs and guidelines for program activities are followed in the field
- Ensure coordination with other similar programs in the area
- Conduct his/herself professionally and personally in such a manner to bring credit to Mercy Corps and in no way jeopardize its humanitarian efforts.
- Responsible to submit reports in a timely manner, of his/her own supervised activities according the Organizations existing reporting procedures.
- Other relevant duties as assigned.

**Contact Details:**

**Sheran Khan Panezai (Program Manager) Mob No: 03154990482**

**Email: [sheran.panezai@gmail.com](mailto:sheran.panezai@gmail.com)**

**Monitoring & Evaluation Officer BLEP District Killa Abdullah**

**Innovative Development Organization**



**Project: Baluchistan Livelihood & Entrepreneurship Project.**

**Duration: August 2022-December 2022**

**Job Essential Responsibilities**

- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager;
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Organize and conduct training on M&E/MIS for project and other staff.
- Provide input and update information related to project outcome;
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities;

**Contact Details:**

**Sheran Khan Panezai (Program Manager) Mob No: 03154990482**

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**Education Officer ECHO-HIP District Killa Abdullah**

**Taraqee Foundation**

**Project: ECHO-HIP Integrated Project on Protection, Nutrition, Health, and Education Assistance for Afghan Refugees in Balochistan**



**Duration: January 2022-August 2022**

### **Job Essential Responsibilities**

- Provide support to the supervisor, MEAL, and field teams to ensure project objectives are met in compliance with donor regulations and successes are documented.
- Frequent travel to field to monitor program implementation and extend meaningful assistance to field teams.
- Support establishment of learning centers ALP and formation of PTSMCs, engage in community mobilization and enrollment campaigns, provide onsite mentoring to teachers, enhance quality of teaching and learning process and conduct monitoring/classroom and student assessment/s observations.
- Support teachers to manage the stresses and complexities of teaching in unstructured settings, such as TLC/CFSSs, and the challenges of working with children who have recently been through or are going through traumatic experiences, teachers in all target districts will receive additional training on teaching in emergencies.
- Conduct teacher trainings for inclusive teaching methodologies, including in emergency settings and provide follow up support to teachers through classroom observations and WhatsApp groups.
- Conduct regular field visits and provide technical assistance to field teams, as needed.
- Coordinate with relevant departments to ensure effective support to the field level activities, and to provide accurate information to the field regarding regulations to foster project implementation.
- Ensure adherence and compliance to Taraqee Foundation and donor policies and procedures.
- Ensure efficient use of classroom management strategies and design teaching and recreational kits.
- Formation of Child Club and Women Girls Safe Space, Assist in formation of Community Protection Committees.
- Ensure the sessions on MHPSS, life skills and Child Protection in child clubs and MPTSCMs are conducted effectively.

### **Contact Details:**

**Essa Khan Program Director ECHO-HIP**

**Mob No: 03113739404**

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## **Monitoring & Evaluation Officer District Killa Abdullah**

**Islamic Relief Pakistan (INGO)**



**Project: Cash for Assistance**

**Project Duration: July 2021-December 2021**

### **Job Essential Responsibilities**

- Conduct periodic monitoring visits, prepare comprehensive monitoring reports, and debrief respective management on key findings, follow-ups on action points, course corrections and recommendations.
- Follow-up with respective field teams in relation to course corrections and action points.
- Tracking of progress and quality assurance, closely review the databases and progress reports
- Extend support to MEAL Specialist and field teams in developing supplementary checklist to effectively monitor activities as and when required.
- Extend support to the humanitarian team during emergencies to conduct MEAL functions.
- Support MEAL specialist in drafting the TORs, tools development, and conducting impact surveys (baselines, midlines, and end lines)
- Coordinate with consultants to adhere to contractual requirements and deadlines.
- Extract key programme recommendations from evaluation reports for upcoming concept notes and proposals.
- Support MEAL in developing TORs, tools and templates of the intended interest.
- Extract key learning and action points from review reports and share widely with respective area offices and colleagues in the country office.
- Coordinate with field teams of respective areas that the learning log is regularly updated and shared with MEAL CO.

### **Contact Details:**

**Bashir Ahmed (Line Supervisor)**

**Mobile No: 03172481963**

**Email: [bashir8877740@gmail.com](mailto:bashir8877740@gmail.com)**

## **Islamic Relief Pakistan (INGO)**

### **Social Organizer District Quetta**



### **Project: Food for Assistance (FFA Food)**

**Duration: 01/January/2021-31/June 2021**

### **Job Essential Responsibilities**

- Assist in conducting broad based community meetings (BBCM) / stake holders workshop at community level
- Assist in conducting needs assessment / base line / surveys for data collection in the defined project areas
- Assist in identification & prioritization of most vulnerable / marginalized villages through PRA tools.
- Assist in initial contacts & programme introduction of project in the targeted village Formation, revitalization, strengthening of village / community development committees / organizations by ensuring inclusion of all segments of society on sustainable basis.
- Assist the CDO in signing term of partnership (TOP) with committees (COs/ VOs / LSO).
- Identification & prioritization of the most pressing needs of the communities through PRA tools (issues prioritization).
- Conduct regular meetings with community organizations for raising awareness about their entitlement i.e. social, economic & rights.
- Capacity building of communities in terms of development of new proposals, CMST, LMST / refreshers / exposure visits, advocacy planning and campaigning etc.
- Motivating the communities for the monthly contribution of saving schemes. Facilitate & support other sectoral leads at ground in need identification / prioritization & verification of the project interventions / activities.
- Close coordination with male CDO and relevant stake holders working in the project targeted areas.
- Conducting community awareness sessions i.e. (health and hygiene) and organize various training sessions / workshops / Campaigns / Special Events for the members of local community organizations (social forestry, community participation in development, women in development).
- Conduct CO / VO / LSO profiling i.e. collection of primary level data for situation analysis of the communities and compilation of surveys being conducted on various issues in the programme/project area. Conduct thorough community mobilization process with key advocacy objectives,

### **Contact Details:**

**Project Manager: Hafeez Jomezai**

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## **Social Organizer District Pishin**

**Tameer E Khalaq Foundation (NGO)**

**Project: Teach Project (To Teach & Educate Adolescents With Community Help)**



**Duration: December 2019-December-2020**

### **Job Essential Responsibilities**

- Plan social mobilization activities in the context of the project log frame and targets set aligned with project work plan.
- Provide input in the development of terms of partnership to be signed with the communities for participation in the project activities,
- Initiate social mobilization process and facilitate the project communities to organize themselves in shape of community organizations (male and female).
- Identify and establish of community groups, and members of Parent Teachers Association (PTAs) in targeted area.
- Facilitate school enrollment campaign with support of different activities, to ensure the targeted number of enrollments within project duration.
- Facilitate participatory planning and implementation process for identification of school's infrastructure needs and construction of prioritized infrastructure.
- Initiate and support different extracurricular activities in schools as per planned in project.
- Facilitate school administration in carrying out school health assessment of children.
- Support COs to build their capacities in CO management, planning and monitoring, conflict resolution, and promoting social harmony in the community.
- Provide input for preparation of monthly and quarterly progress reports on the field activities highlighting achievements and bottlenecks.

### **Contact Details:**

**District Supervisor: Khalid Kakar**

**[khalidkakar123@gmail.com](mailto:khalidkakar123@gmail.com)**

**923023853802**

**GCSS Supervisor District Pishin**

**Riz Consulting (NGO)**



**Duration: July2019-November-2019**

GCSS Supervisor aims to facilitate Global Coverage Support System Facilitators in Union Councils of District Pishin; timely provision of mobile phones, keeping the track record of GCSS Dashboard and facilitating the Facilitators for Morning, Evening, and Spot Checks reports during



campaigns. Gaps and technical errors are timely identified and addressed for quick recovery. Store pins are uploaded on the dashboard of every respective Union Council. In proper communication with Union Council teams.

### **GCSS Facilitator K.A III, District Killa Abdullah**

#### **RIZ Consulting (NGO)**

**Duration: January-2019-June 2019**

**Global Coverage Support System Facilitator** aims to facilitate Union Council Polio teams with provision of GCSS phones in order to ensure proper mapping, identification of new polio cases, and refusal cases are properly addressed. Morning and Evening reports are submitted for the purpose to ensure proper monitoring of polio teams.

#### **Social Organizer District Pishin**

#### **Pakistan Alliance for Girls Education (PAGE)**

**Duration: January 2018-August-2018**

- Conducting baseline/diagnostic surveys.
- Organizing and conducting stakeholder workshops in the project area for situation analysis.
- Formation of broad-based community organizations.
- Strengthening the formed community organizations through various community management Skill trainings and regular follow up visits.
- Ensuring women participation and fair share in the project implementation.
- Helping communities to identify the most deserving family's free food distribution.
- Helping community to generate their own capital through the discipline of regular saving.
- Preparing monthly and Quarterly progress report of the project activities.
- Fostering effective and purposeful linkages of the formed organization with the service delivery organizations/ agencies.
- Helping communities to plan and manage their own development. It means that turning communities from being a submissive recipient to an active participant.
- Writing daily Note for Record on the Visit Conducted.
- Preparing periodic case studies for disseminations.
- Organizing and conducting manager Conferences.
- Organizing and conducting periodic food distributions.
- Monitoring and supervising the infrastructure schemes implemented by the project.
- Supporting the health team of the project in organizing and conducting awareness raising campaign on health hygiene and other primary health issues.

## **Leadership**

- Vice President Philosophy Society July/2014 July/2015
  - Certified in Conflict Resolution Soliya Connect Program
  - General Secretary English Ewing Society July/2014July/2015
  - General Secretary Forman Islamic Society July 2013-July/2015
  - Stage Secretary Red Crescent Society July/2014-July/2015
  - Advisor Mock Parliament, Seeds of Peace Pakistan Oct/2014
  - Assistant Organizer Al-Hamra Drama Festival.
  - Founder of American Studies Club 2017.
  - Founder of English Literature Week for the First time in FCCU.
  - Founder Humanities Symposia series 2014 in Forman Christian College Lahore.
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