



Muhammad Yaseen

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Objective

A challenging and rewarding position in a reputed organization, which not only utilizes my education, knowledge and skill but also provides an opportunity for personal growth and career development.

I am young, energetic, and enthusiastic having dynamic personality with strong interpersonal skills, highly self-motivated and responsible professional appearance, task oriented, flexible and love to work in a challenging environment.

Core Career Areas: -

1. Community Mobilization & Development
2. Administration
3. Facilitation & Capacity Building
4. M&E, Quality & Accountability
5. Quantitative & Qualitative Research
6. Baseline Surveys
7. Report Writing

Working History

Organization: - Comprehensive Disaster & Response Services
Donor: - USAID
Location: - Islamabad
Designation: - Director M&E, Statistics **Nov 2022- Oct 2023**
Job Description: -

- Provide participatory leadership and integrated M&E direction to ensure that all projects achieve their goals, corresponding objectives and targets;
- Develop and oversee the data flow model for all projects of the organizational to ensure timely data collection and reporting;
- Oversee the design and implementation of the project performance and results framework, including routine reporting of service delivery data, baseline and final evaluations, and all follow-up for process and outcome evaluations;
- Ensure that all staff have a clear understanding of the results framework including indicator definitions, program objectives, and data sources as well as the data collection and integration cycle;
- Work with designated staff in the design of monitoring tools and guides and data collection and interpretation;
- Make regular and timely presentations to all staff of Head Office & Field.
- Ensure high-quality implementation in accordance with organizational and national M&E guidelines, protocols, information, and reporting systems;
- Lead strategic collaborative efforts based on organizational needs with key partners to learn from project data and adapt interventions accordingly;
- Ensure data quality through periodic data verification procedures, including routine data quality audits to ensure effective use of data for strategic decision making and project planning;
- Be actively involved in all quality of improvement initiatives in collaboration with core management team and promote research within the organization;
- Coordinate all M&E capacity-building activities with M&E department staff, implementing partners, and organizational staff;
- Report & Proposal writing to share with the donors for each and every projects

Organization: - Comprehensive Disaster & Response Services
Donor: - USAID
Location: - Islamabad
Designation: - M&E Officer **August 2021- Oct, 2022**
Job Description: -

- 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 Director Projects 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 National Project Director/Project Manager;

Education

- M.Sc Economics
- M.A History

*Kohat University of Science & Technology (KUST)
Kohat, KP, Pakistan*

Certifications

DAE (Civil)
Diploma in Associate Engineering (Civil),
Govt.College of Technology Peshawar KP.

Basic & Advance Safety Security Certificates & SSAFE wit UNDSS

Professional Diplomas

- B.Ed
- M.Ed

AIOU Islamabad

Got Relevant Trainings

- Social or community Mobilizations
- First Aid
- Quality & Accountability
- Capacity building
- Qualitative Research
- Quantitative Research
- Monitoring & Evaluation
- Report Writing
- RFL(Re-establishment of Family Link) Protection

Computer Skills

Bachelor Degree in Computer Science

- Troubleshootig
- MS Office(Full)
- Inpage
- Scanning & Composing
- Coral Draw
- Internet
- Software installation

Languages

Can Fluently, Read, Write & Communicate in English, Urdu & Pashto (Mother tongue)

- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- Provide inputs, information, 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 Projects to ensure effective implementation of M&E;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Assist the Project Manager in preparing other relevant reports;
- Assist Project Manager in the preparation of reports on the findings, case studies, success stories and lessons learned from project innovations;
- Prepare and maintain data base
- Preparation of monthly MIS reports;
- Perform other duties as required;

Organization: - Semiotics Consultants Pvt. Ltd

Donor: - Chemonics International

Location: - Islamabad

Designation: - Consultant as Field Researcher April 2021- July, 2021

Job Description: -

- Identification of field areas & sectors for research & analysis.
- Collect information's while to develop questionnaires for different field sectors.
- To ensure field visits inform consent developed with the owners or CEO's of the same sectors.
- Conduct meetings in details with different sector of ICT, Textile, and Light Engineering & Agribusiness in different areas including KP, Punjab, Rawalpindi & Islamabad.
- To fill qualitative & quantitative questionnaires from these four sectors.
- Desk Review of the questionnaires and Data Analysis
- Report writing of the overall activity and share with line manager.

Organization: - Hashoo Foundation

Donor: - UNICEF

Location: - ICT Islamabad

Designation: - Social Mobilization Team Lead Jan 2021- Feb 2021

Job Description: -

- To establish initial contact with community for introduction of project.
- Collect necessary baseline information about the target community and area.
- Conduct community mapping and social surveys as and when required or asked by the management.
- Identify and prepare list of leaders, NGO's and DPO's, influencers (Counselors, Nazism, Numberdars or any other political party representatives), community activists, etc.
- Identify and reach out to communities, care givers and children in mobile population, urban slums diverse ethnic and religious groups, and out of school children up to 15 years of age, to raise awareness and refer to TCV vaccination centers.
- Motivate and encourage potential community leaders to advocate and promote the project in their community and ensure maximum coverage and vaccinations.
- Liaise and closely coordinate with donor's EPI cells, Government vaccination teams and other stakeholders in each Union Council.
- Engage with community networks and plan / implement social mobilization and community engagement activities in schools, public / private spaces, malls / markets, mosques, clinics / hospitals, etc to raise awareness and create demand for the Typhoid Vaccination before and during campaign.
- Support strategic project team in brainstorming on awareness raising and outreach strategies.
- Develop and maintain the necessary documentation and record of all project activities.
- To deal with the community as front line contact and provide full support to all the relevant team in smooth execution of project.
- Ensure all the project target are met and develop contingency plan for any shortfalls.
- Maintain and up to date all record at office level.
- Identify case studies from the community for documentation.
- Reports writing on daily, weekly and monthly basis as well as on the completion of the project.

Organization: - Hashoo Foundation

Donor: - UNHCR

Location: - Rawalpindi / Islamabad

Designation: - Training Officer Sep 2020- Dec 2020

- Transect walk in the afghan refugees' camps
- Coordination meetings with stakeholders with refugees
- Identification of potential candidates for trainings
- Enrollment of potential candidates in MIS
- Distribution of internet devices to them into doorsteps
- Orientation on database system and software Electa for getting training on it
- To deliver trainings on Retail Outlets & Small Eatery online through a software Electa
- Daily follow up of candidates and ensure their attendance online and make sure to be regular.
- Regular monitoring visits to them for sort out of any problem.
- Reporting writing on daily basis.

Organization: - Islamic Relief Pakistan

Donor: - VSO / UKAID

Location: - Rawalpindi / Islamabad

Designation: - Project Delivery Support Officer Sep 2019- Mar 2020

Job Description: -

- Review project documents and budgeting for activities in targeted area. Design project documents for implementation of activities.
- Coordination with implementing partners, volunteers, local governments, and other line departments.
- Conduct National & Provincial Workshops for establishment of National Volunteer Forum in KP, Baluchistan, AJ&K, and Gilgit & Islamabad.
- Conduct capacity building trainings on CBDRM & SBDRM to communities, schoolteachers, students, parents, and stakeholders.
- Conduct and review DRR Plan and Report writing on it.
- Conduct capacity building trainings on CERT & distribution of tool kits for it.
- Develop weekly & monthly project activities plan parallel with donor criteria or require for implementation.

- Presentation of activities in community level, head office and donor level. Reporting on weekly and monthly basis with project manager.

Organization: - Lok Sanjh Foundation

Donor: - Brot (German Donor Agency)

Location: - Islamabad

Designation: - M&E Officer April 2019- August 2019

- Lead project team in the development and implementation of an M&E system and oversee routine program monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation design.
- Utilize the Collaborative, Learning and Adapting Approach to continually assess project progress & inform project management decision-making.
- Provide support to performance evaluation process in collaboration with Brot (German Donor Agency) and the independent evaluation team.
- Ensure the quality of M&E related data to be collected throughout the program implementation.
- Participate in the preparation and facilitation of informational meetings. Festivals & conferences organized by Lok Sanjh Foundations with Brot (German Donor Agency)
- Document results of the M & E system and produce periodic reports required by Brot German donor agency.
- Assist the various program teams in data analysis.
- Report writing on daily, weekly, quarterly & monthly basis & shared with Manager.

Organization: - Policy Research Institute of Market Economy (PRIME Institute)

Location: - Blue Area, Islamabad & District Layyah Punjab

Donor: - Oxfam

Designation: - Project Supervisor

Oct 2017 – Nov 2017

Job Description: -

- Develop Research tools for Empower Youth for Work” ongoing project of OXFAM in District Layyah Punjab.
- Review & Develop Training Modules for Agriculture Extension & SRH / Life Skills.
- Develop Qualitative & Quantitative Research Questionnaires for assignments in District Layyah.
- To conduct meetings with Agriculture extensions in District wise & Provincial level for strengthening of
- Agricultural intervention through Govt. Dept or Private firms or Civil Societies in South Punjab.
- Regular Coordination meetings with Civil Societies for SRH / Life Skills activities.
- Weekly or Monthly Reporting to Chief Operating Officer.

Organization: - Food and Agriculture Organization of the United Nation (UN-FAO)

Location: - Kurram Agency (FATA)

Donor: - JICA

Designation: - Project Officer

October 2016 – July 2017

- Timely preparation and review the project work plan in the agency and assistance in procurement plan, implementation plan and assist in timely, effective, and coordinated implementation of project activities in conjunction with the agreed work plan.
- Prepare agency level Detailed Implementation Plan/DIP aiming at achieving project goals & outcomes.
- Liaise with line departments in FATA and important stakeholders like GLAs (department of agriculture extension, livestock, poultry, on farm water management, forestry and horticulture and research institutes) at agency and provincial level for smooth implementation of project activities.
- Develop periodic reports in approved formats providing a detailed overview of all aspects of project delivery, beneficiary analysis, intervention approach and impact of assistance on the food & nutrition
- Assist in development of beneficiary selection criteria for the different intervention based on sound knowledge of target areas
- Supervise field staff in the agency and coordinate for efficient implementation of project activities and prepare progress reports in a timely manner.
- In collaboration with line departments, arrange timely delivery of orientation sessions to the project beneficiaries on optimum utilization of inputs

Organization: - Food and Agriculture Organization of the United Nation (UN-FAO)

Location: - Kurram Agency (FATA)

Donor: - JICA

Designation: - Community Development Officer

October 2015 – Sep 2016

- Mobilization through awareness raising, dialogue and using PRA/RRA tools to identify and prioritize the returnee TDPs needs related to agriculture-based livelihoods.
- Need assessment through participatory approach.
- Identification/ formation of community organization (CBOs/ Cos) to take lead role, ownership, and management of the rehabilitation activities in project areas.
- Facilitation in arrangement of capacity building and training of the CBOs/COs and beneficiaries in implementation and optimal utilization of resources provided by the project.
- Development of community work plan and identify training needs to build their capacity.
- Organization of monthly meetings of communities for planning and implementation of project activities.
- Coordination with relevant stakeholders and proactively communicate any issues that might affect the project implementation and engage community support with guidance from the Project Officer & Program Officer.
- Coordination with Political Administration, Line Agencies, Security Agencies and Agriculture extension departments parallel to the implementation of UNFAO Project in the intervention area of Kurram Agency (FATA).
- Collection and dissemination of information between communities, UN-FAO project staff and stakeholders.
- Assistance to Project Officer & Program Officer in preparation and submission of case studies /success stories
- Reporting the progress against activities on weekly & monthly basis with Project Officer & Program Officer.
- Submission of Project Progress Reports in UN-FAO Provincial Office with senior management after completion of each activities in their respective line of department like Agriculture, Livestock, Fisheries, Forest, and Irrigation.
- Reports sharing on weekly, monthly and after completion of project with program Officer.

Organization: - AiD (Associates in Development Pvt Ltd)

Location: - Kurram Agency (FATA)

Donor: - IOM

Designation: - Project Supervisor

April 2015 –May2015

- To participate in training workshop conducted by AiD on the objectives of the assignment, research methodology and techniques, questionnaire formats and survey tools developed for data gathering, field work-plan, reporting schedules and formats.
- Deployment of the field teams following training, guiding the field teams and developing work-plans and supervision of the field team's gathering of household information in all the targeted areas, including ensuring logistical and administrative support. This will entail frequent visits to the field along with the enumerator's teams.
- Maintaining liaison and coordination with the Government agencies.
- Conducting data collection of the specified number of households in each region.
- Reviewing data collected through the survey prior to submission to the Data Analyst to ensure that there are no omissions and quality is being maintained.
- Collecting and reporting the findings of the data collection to the team leader.
- Any other tasks are allocated by the Team Leader deemed necessary for successful completion of the assignment.

Organization: - World Health Organization (WHO)

Location: - District Hangu, KP

Designation: - District Team Assistant

Jan 2015 –March 2015

Job Description: -

- Receives & screens correspondence and provide necessary back-up information & maintain the record of various activities organized by the campaign cell.
- Drafts and prepares correspondence of routine nature for the supervisor's signatures, checking enclosures and addresses etc.
- Arrange appointments, receives visitors, screen telephone calls, respond to routine requests for information.
- Make travel and security clearance arrangements for the staff working in campaign cell.
- Assist in preparing logistic and training plan for SIAs, draft various letters to be signed by the PEO, regarding various Campaign related activities.
- Assist in following up with provincial and districts levels the receipts of all logistic items for every SIA to ensure the running of the activity.
- Assist in sending different social mobilization, communications, training, and campaign related materials along with vaccine and follow up its delivery to the quarts concerned.
- Assist in getting reported coverage from all the districts and its compilation and assist in organizing various meeting arranged by PEI.
- Perform general secretarial and administrative duties as required.
- Share weekly and monthly report from District level with Provincial office.

Organization: - Muslim Hands International

Donor: - Muslims of UK

Location: - District Swabi

Designation: - District M&E Officer

Oct 2014 – Dec 2014

Job Description: -

- Review process and performance indicators of the project in view of project goals and objectives
- To facilitate the program teams in developing quality benchmarks for all key program interventions to strengthen the compliance and quality assurance.
- To design and review data collection / tracking tools / formats / databases to ensure data quality, reliability, and consistency.
- Develop a unified monitoring system and reporting mechanisms for the implementation of project.
- Ensure effective management and maintenance of database developed for the project and interventions.
- To regularly share monitoring reports with MEAL Manager & Regional Manager to inform them for quick decision making.
- To provide quarterly updates against project MEAL plan.
- To provide inputs in MEAL section of donor reports as per agreed frequency.
- To facilitate program teams in carrying out need's assessments, baselines, and evaluations.
- To document and disseminate key lessons learnt out of monitoring and evaluation reports.
- To identify capacity building events for staff members for system strengthening and sharing of learning.
- To represent Muslim Hands International in high level forums, workshops, and meetings at District level.
- Final Reports after the implementation or completion of project in District Swabi.

Organization: - IMU BEFAre

Donor: - USAID / IOM

Location: - Kurram, Khyber, Mohmand & Bajour Agencies (FATA)

Designation: - M&E Officer

Jan 2011 – Dec 2013

Job Description: -

- Assist program and regional managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators.
- Coordinate the implementation of baseline surveys, follow-on monitoring, and evaluation exercises for various initiatives in the region.
- Build capacity of local communities, partners and staff on the logical framework, data management, data analysis and results-oriented programming, monitoring and evaluation methods and principles and report writing techniques and requirements for relevant donors to ensure compliance.
- Develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs.
- Coordinated compilation and dissemination of Annual and Quarterly Reports for the programs in the region.
- Organize and coordinate lessons learnt workshops/review of program work plans with partners and other stakeholders.
- Facilitate documentation and reporting of assessments, program data, lessons learnt and best practices Software for internal and external sharing.
- Regular visits to scheme sites and conduct a meeting with community stakeholders regarding the completed grants and projects.
- Report Writing of conducted activities (situational, Monthly & Quarterly and after Project completion).

Organization: - Sarhad Rural Support Program (SRSP)

Donor: - CIDA

Location: - Kurram Agency (FATA)

Designation: - Field Engineer cum Social Mobilizer

Jan 2010 – Dec 2010

Job Description: -

- Mobilization in the community about the SRSP and their mandate to work in the area for community.
- Meeting with the stakeholders & making of village profile committees in community.
- Awareness about the projects in the community to their basic needs based on village and community.
- Identification of the sites in the community for schemes and projects
- Survey for the scheme or project in the targeted community on their need base.
- Engineering visits and making of BOQ and Estimates for the identified schemes in community.
- Implementation of projects in community through Village Profile Committees in the region.
- Monitoring of the implemented schemes in community and verifying their check & balances from SRSP with the committees through the bank.

• **Organization: - International Committee of Red Cross (ICRC)**

• **Donor: - International Federation**

• **Location: - Peshawar KP**

• **Designation: - Field Officer**

Sep 2008 – Dec 2009

• **Job Description: -**

- • To Provide RFL (Re-Establishment of Family Links) services to the IDP's inside the camps.
- • To Facilitate the IDP's with RFL Mobile phone services including national and international wide inside the camp of KP (Jalozai, Mardan, Risulpure and Timergara)
- • Trace missing, separated, war wounded persons and Unaccompanied Children during the arm made conflict and to re-union them with their families through mobile phone services, Red Cross Messages or meet them with one another in the IDP's camps of KP.
- • Conduct weekly coordination meeting with the foreigner delegates and giving information's, sharing of observations and suggestions with them regarding the IDP's in the camps.
- • Report writing on the daily basis to the supervisor or delegate related the RFL field activities from the IDP's
Camps throughout in KP

