

# Muhammad Muhammad

## Zaman

Social Organizer

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Badaber, Khyber, Pakistan

## Summary

I am Development Sector Professional. I did my Master in Social Sciences (Sociology) from University of Peshawar in 2015. I have nine years plus Experience in the Social and development Sector while working with National and International Organizations in Pakistan. Currently i am working as Social Organizer with International Organization Secourse Islamique France (SIF) in a WFP Funded Project in District Chitral, Served as a Social Organizer With Secourse Islamique France (SIF) in World Food Funded Project in District Khyber, Served as Social Mobilizer with Peoples Organization in a UNICEF Funded Project in District Peshawar, served as Social Mobilizer with CHIP consultant Ltd in a UNICEF funded project in District Peshawar, served as a Hygiene Promotion officer with ACTED Pakistan in District Peshawar, served as Project Coordinator with Khadim-UI-Khalaq Foundation in Ex(FATA) Region, served as Team Leader with Prime Foundation Pakistan in UNICEF Funded Project in District Khyber and also remained as Emergency Relief Coordinator with Al-khidmat Foundation Pakistan in Ex( FATA) Region.

## Skills

- Office Management
- data monitoring
- learning
- monitoring and evaluation
- Project Administration
- Strong Organizing and Planning skills
- 360 Assessments
- Ability Of Multitaskin
- Ability To Develop and Maintain Record keeping
- Ability to plan and work within agreed time
- Ability to work as part of the team
- Ability to Work Independently
- Ability to work well in a team
- Academic Administration
- Academic Program Development
- Academic Researching
- Accountability
- Quality Assurance
- Emergence respo
- management skill
- office maintenance
- Project Implementation
- - Accountability Standards
- 360 Performance Management
- Ability To Communicate With Children
- Ability To Manage Office
- Ability To Supervise Work
- Ability to Work In a Diverse Team
- Ability To Work Under Adverse Conditions
- Able to work in diversified situation
- Academic Consulting
- Academic Program Management
- Accommodation Processes
- Accountancy
- Writing Skills
- evaluation
- mgmt & analysis
- Outlook
- Store Management
- - Project Cycle Management
- 360 Recruitment
- Ability to demonstrate initiative
- Ability to Pay Attention to Detail
- Ability To Think Creatively
- Ability to work in a team
- Ability To Work Under Pressure
- Able To Work With Minimal Supervision.
- Academic Libraries
- Academic Research
- ACCOUNTABILITIES

## Experience

Social Organizer

Secourse Islamique France (SIF) UN-WFP, Chitral, Pakistan

Dec 2022 - Present



## Secourse Islamic France (SIF)

It is basically a World Food Program (WFP) working on Food Assistance for Asset Creation/Livelihoods(FFA) Programme For the Areas bordering Afghanistan in KP & Balochistan through cash & Food based Transfer.

This role is based in the District Chitral with the responsibility to implement the WFP funded project activities. Main task will include project implementation at the community level within the available budget, planned resources, and timelines.

A project of World Food Program (WFP) on Food Assistance for Assets Creation livelihoods Programme for the areas bordering Afghanistan in KP and Balochistan Through Cash and Food Based Transfer implementing partner Secourse Islamic France (SIF).

### MISSIONS AND ACTIVITIES

prepare activity implementation plan and discuss the required resources to undertake the activity

Ensure the community participation the project activities

Form / re-organise Community Based organizations (CBOs) male/female

Conduct Village mapping/profiling through different PRA tools (i.e. is BBCMs, Mapping/profile, conflict resolution wealth ranking etc.

Mobilize community and orient project and organisation's mandate

Work with community members to map and prioritize community needs

Identify and organize appropriate capacity building, and technical resources to support project implementation.

Ensure efficient and effective implementation of Food Security, Livelihoods and WASH related interventions at community level.

Write regular weekly, monthly and other reports (as per suggestion and need)

Facilitation and support in conducting the awareness sessions

Mobilize community groups, sensitize and train them on specific topics as required, organize and facilitate meetings.

Follow the Social Mobilization guidelines of SIF and implement it at community level.

Perform other duties as requested by the line supervisor

Prepare daily field visit reports after commencing the visit in the field

Prepare and submit weekly progress report well on time

Prepare any other reports when required/asked by the supervisor

Actively participate in staff meetings

### **Social Organizer**

Secourse Islamic France (SIF) UN-WFP, Khyber Agency, Pakistan

Mar 2022 - Nov 2022

It is basically a World Food Program (WFP) working on Food Assistance for Asset Creation/Livelihoods(FFA) 

Programme For the Areas bordering Afghanistan in KP & Balochistan through cash & Food based Transfer.

## ROLE IN THE ORGANIZATION

This role is based in the District Khyber with the responsibility to implement the WFP funded project activities. Main task will include project implementation at the community level within the available budget, planned resources, and timelines.

A project of World Food Program (WFP) on Food Assistance for Assets Creation livelihoods Programme for the areas bordering Afghanistan in KP and Balochistan Through Cash and Food Based Transfer implementing partner Secource Islamic France (SIF).

## MISSIONS AND ACTIVITIES

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Actively participate in staff meetings

## **Area Level Social Mobilizer**

People Pvt. Ltd (UNICEF), Peshawar, Pakistan

Mar 2021 - Feb 2022

Area level Social Mobilization's with People in UNICEF & WHO Funded project Based on Mother Child Health & Polio Eradication in Peshawar Pakistan. Health project of UNICEF & WHO based on Polio



Eradication. Working as a COMNet Communicatiin Network Staff Member for Mobilization on the Union Council Level.

A project of UNICEF on Polio Eradication Implemented by Professional Employers Private Limited (People) in District Peshawar.

Area Level Social Mobilizer

Purpose

Responsible for implementation of community-based activities including household visits especially focusing on houses with refusals, persistently missed children and zero dose children. They will use inter-personal communication (IPC) techniques with caregivers to encourage them to immunize children. They will also provide communication support to vaccinators and other out-reach workers, especially in case of refusals.

Activities

### **During campaign:**

Work closely with polio teams / frontline workers and House to House mobilizers to track and engage with the families for maximum coverage of missed children

Participate in supporting and morning of the campaign especially the communication work

Participate in evening meetings at health facilities during campaign days

Provide supportive supervision to teams for IPC skills

Engage local community and religious influencers to assist in coverage of refusals reported during campaign days.

Report issues / hard core refusals to UCCO for further action

### **In between campaign**

Identify high risk groups / HRMP in the assigned area

Keep record of / update the social profile (institutions/ schools and Madrassa) networks and community-based entry points / stakeholders' influencers etc

Support updating of the area micro-plan with social profile data and assist the UCOCs in updating the UC Social Maps and provide the required information on respective localities

Identify refusal families and verify them by type and include this information in the social mobilization plan area wise mapping and planning for refusals

Coordinate IPC door to door visits (families with refusals, persistently missed children) and community groups meetings to address misconceptions, providing answers to FAQs, raising awareness (Polio, RI, Zero dose etc)

Reach out to local influencers, mosque imams, teachers, healers, doctors, etc. to actively engage them in all polio campaign awareness activities.

Support AIC / team training for the IPC component

Display and distribution of the IEC Material in the assigned area

Support UCCO in challenge mapping at field area level as and when required



Supervise House to House mobilizers

Deliverables

Updated social profile at area level including social map, list of influencers, HRMP

Identify refusal families and verify them by type

Track and engage with families of missed children after campaign / in between rounds

Converted refusals

Community meeting with caregivers through engaging influencers

KPIs

Micro-plans with updated with social profile / social maps (y/n)

% refusal families verified by type

# of families with missed children (NA/ Refusals) tracked and engaged in the assigned area / UC as per % target set in the NEAP

# of community meetings organized

# mosque announcements starting 2 days before and during the campaign

Mobilization of influencers to accompany teams for refusal conversion (# and %)

Capabilities Required, Core competencies ,Good interpersonal communication skills

Ability to build and maintain strong relationships

Strong convincing skills ,Technical competencies

Understanding of local community context ,Understanding of polio program

### **Area Level Social Mobilizer**

Chip Training & Consulting Pvt Limited (UNICEF), Peshawar, Pakistan Oct 2020 - Mar 2021

Area level Social Mobilization's with People in UNICEF & WHO Funded project Based on Mother Child Health & Polio Eradication in Peshawar Pakistan. Health project of UNICEF & WHO based on Polio Eradication. Working as a COMNet Communicatiin Network Staff Member for Mobilization on the Union Council Level.

A project of UNICEF on Polio Eradication Implemented by CHIP Training & Counsultant Private Limited (CHIP) in District Peshawar.

Area Level Social Mobilizer

Purpose

Responsible for implementation of community-based activities including household visits especially focusing on houses with refusals, persistently missed children and zero dose children. They will use inter-personal communication (IPC) techniques with caregivers to encourage them to immunize children. They will also provide communication support to vaccinators and other out-reach workers, especially in case of refusals.



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Mobilization of influencers to accompany teams for refusal conversion (# and %)

### **Hygiene Promotion Officer**

ACTED Pakistan, Peshawar, Pakistan

Jan 2019 - Oct 2020

Hygiene Promotion Program (Hygiene Promoter ) in wash project of European Union funded program through Acted Pakistan.

Hygiene Promoter in WASH Project

Key Accountabilities

Develop in-depth understanding of project documents (project proposal) as well as business process / DIP for planning & implementation of hygiene promotion activities.

Initial contacts & program introduction of the project in the targeted community

Conduct broad-based community meetings (BBCM) / stakeholders workshop at the community level

Conduct needs assessment / baseline / KAP surveys for data collection in the defined project areas

Identification & prioritization of transect walk most pressing needs through assessment tools (PRA, FGDs, structured interviews,) etc.

Arrange and conduct health & hygiene education in the community through group sessions

Encourage community involvement & participation in health & hygiene promotion through social mobilization as well as campaigning (Solid waste management, Hand washing day, Clean Water, vector control, food hygiene, etc)

Support & arrange health and hygiene-related mega-events at the target area, Tehsil, district, provincial and national level.

Capacity building of communities on dealing with health & hygiene-related diseases (skin, waterborne, malaria, dengue, Covid-19 & communicable disease, etc) by using local resources.

Capacity building of Acted field-based staff regarding updated health and hygiene education.

Assist in amendment of projected interventions based on changes in health and hygiene issues in the targeted areas.

Responsible for conducting knowledge & practice assessment at the target community level both pre & post-intervention for impact reporting.

Responsible for designing of hygiene sessions & IEC material as well as the development of manual & training module



Assist ACTED team in responding to Humanitarian situations especially focusing on health-related hazards of the affected communities (e.g. Cholera outbreak, diarrhea, skin diseases and ensuring that the affected communities are using safe methods related to WASH during different phases of emergency

## **Project Coordinator**

Khadim Ul Khalaq Foundation (USIP), Khyber Agency, Pakistan

Jan 2018 - Dec 2018

Oversee field office operations, supervise mobilizers, and resolve operational challenges.

Visit on daily basis to the field for monitoring of assessments/selection of beneficiaries.

Ensure selection criteria for beneficiary selection, avoiding the biasness and any affiliation.

Ensure complete project objectives are being met from selection to final distributions of food/material.

Report to senior management any issues, including implementation challenges, to the supervisor regularly.

Oversee field office operations, manage field team and technical consultants/experts, and resolve operational challenges, with a certain degree of autonomy in managing issues related to the daily implementation of the activities.

Coordinate and oversee the Inclusive Hazard Vulnerability Assessment in target areas in coordination with the technical expert.

Oversee and assign field staff relevant responsibilities including field visits for project activities including Community mobilization, Activity Implementation, Data management, and Project monitoring, Baseline, Edline, Post Distribution Monitoring (PDM), Pre-KAP and Post-KAP surveys, as per the project Daily Implementation Plan (DIP).

Develop project monthly, interim and final narrative reports as per the standard reporting template and submit weekly progress updates to Senior Management against the Daily Implementation Plan (DIP).

Report to the senior management any issues, including implementation challenges, to Senior Management regularly.

Assist Senior Management in decision-making regarding activity design and implementation based on field experience from current and past projects.

Based on a constant evaluation of the daily activities, suggest to the senior management about modifications and improvements to implementation methodology, staff composition, assets, equipment, etc.

Coordinate multiple field interventions and assigned field staff to ensure optimum use of the project assets, equipment, and means.

Coordinate with Consortium Partner field teams and facilitate joint consortium or donor visits, if needed.

Train field team on organization's basic principles, policies, approach to humanitarian interventions, codes of conduct/C3 policy, etc.

Update the project work plan/Detail Implementation Plan, and monitor that the implementation of the activities respects the timetable milestones and deadlines.

Quickly react to changes of any kind in the context in which the project activities are being implemented, inform the senior management about them and contribute to finding proper adjustments.

At the field level, establish and maintain contacts with other actors involved in the implementation process





(local authorities, beneficiaries, and their representatives, other humanitarian organizations, etc.) and report to the Program Manager any information, communications, or request, originating from them.

Represent organization and regularly participate in relevant cluster/working groups for sharing project updates and progress.

Develop the capacity to record, elaborate, and report to the PM Field staff's feedback on daily activities, suggestions, proposals, analysis, requests, complaints, and any inputs which could increase the quality of organization's humanitarian interventions.

Develop a good knowledge of the intervention areas, communities, socio-economic conditions, needs, and constraints.

Ensure compliance with organization's Code of Conduct policies in both, office management and field operations.

Timely inform the PM, and other colleagues of any issues that might endanger the security of people and goods related to the project.

In absence of a direct line manager, provide inputs for the mid-term and final evaluation of project field staff.

Conduct regular field visits, at least 50% of the time, to oversee and monitor field operations.

Any other job-related added task assigned by the supervisor.

### **Team Leader**

Prime Foundation Pakistan (UNICEF), Khyber Agency, Pakistan

Oct 2016 - Dec 2017

Team Leader in Health Program with Prime Foundation Pakistan in UNICEF Funded Project (MCCP-II) Mother Child Care Project in District Khyber.

#### **A. Responsibilities**

The Team Leader is responsible for

Independently managing the education, health and cooperation components in accordance with the commission and project goals and activities agreed with the partner, team agreements and/or agreements with the superior

Providing professional advice to partners and cooperating with important stakeholders

Innovation and knowledge management and communication of innovations to a broad target group

Integrating results and experience into teamwork and the work of all relevant groups


Technical and disciplinary management of staff

The Team Leader performs the following tasks:

#### **B. Tasks**

##### **1. Management responsibility**

The Team Leader

- is responsible for the orders and measures in the project that are assigned to him/her and for managing all staff members who report to him/her
- manages staff in accordance with UNICEF management principles and guidelines to promote a sense of 

corporate identity, enable employees to carry out tasks independently and create scope for developing creativity and innovation

- is responsible for recruiting, selecting, grading, planning the assignment of and professional development of staff members who report to him/her
- is responsible for monitoring, managing staff and ensuring that they provide cost-effective services
- carries out the annual staff assessment and development talk for staff members who report to him/her

## 2. Professional advisory services

The team leader is responsible for leading the team providing advisory services to the Commissioner for Afghan Refugees, the KP Education and Health Departments and other government partners on strengthening education and health services for vulnerable groups, including Afghan refugees, women, youth and persons with disabilities. This includes e.g. capacity development of government partners as well as supporting co-operation between government partners. Therefore, the Team Leader;

- advises partner institution(s) on commission clarification, identifying needs, developing concepts and strategies, and provides technical input
- participates in identifying needs for external support and advice, works on policy recommendations and develops a strategic approach
- contributes to preparing and implementing the coordination process, joint project activities and work in the districts of implementation
- formulates job descriptions and terms of reference and selects and supervises third parties in the course of carrying-out project activities, including performance evaluation
- monitors the development and implementation of project plans and activities in close consultation with counterparts
- deals with the design, preparation and implementation of workshops, seminars and other events on issues related to the project's area of activity;
- develops and organises quality assurance measures and suggests necessary changes, improvements and initiatives
- monitors project progress and the activities of components, reviews reports and documents on the progress of joint programmes, identifies bottlenecks and recommends alternative management options to the head of project
- ensures that the services provided by the components are aligned with the partner's needs

## 3. Networking and cooperation

The Team Leader

- ensures cooperation, regular contact and dialogue with partners; carries out PR work and cooperates with local communities, relevant organisations, non-governmental agencies and individuals in the project environment and with other projects to improve and maintain good working relationships
- communicates local interests and efforts, forwards these and encourages sharing ideas and information for the benefit of the project
- regularly undertakes official travel, in accordance with project requirements

## 4. Knowledge management

The Team Leader

- compiles information on the project activities and ensures knowledge transfer
- develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures
- draws up reports and presentation documents
- formulates appropriate input for various project reports including annual reports, and contributes to the other reports required by the head of project and UNICEF Head Office
- assists with research activities and studies on political issues which benefit joint projects and programmes

## 5. Management and coordination tasks

### The Team Leader

- is responsible for project planning and develops project concepts and strategies, ensuring their implementation
- uses UNICEF Capacity Works to manage the components
- coordinates and prioritises relevant project activities at local level in cooperation with the partners, both as regards the organisational preparation and implementation of the activities
- manages and monitors the budget in consultation with the officer responsible for the commission
- compiles relevant information for joint activities and assignments
- in the absence of the Project manager, takes appropriate measures to secure operation of the project

## 6. Other duties/additional tasks

- performs other duties and tasks at the request of management

### **Emergency Relief Coordinator**

Alkhidmat Foundation FATA, Khyber Agency, Pakistan

Dec 2012 - Dec 2016

Team Leading Assistance Provider to IDPs of FATA in Emergency Situation , Health, Education ,Basic need of Life in IDPs Areas & Camps.

#### **Job Purpose:**

The Emergency Relief Coordinator will be responsible to support the implementation of services in an emergency setting. Will support assessment, program design, proposal development, project implementation and management and will participate in coordination meetings. Will identify gaps in emergency response programs and any other required duties as directed by the Program Director.

#### **Main Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation. The tasks listed are representative of the nature and level of work assigned and are not necessarily all-inclusive.

- Oversee the humanitarian needs at the country level including, management of relief projects, contingency planning, project finances, and logistics and security to create a strong foundation for emergency programming
- Establish a clear strategy and direction for emergency relief programming in Pakistan in collaboration with the program team.
- Design, develop, resource (people and funds), and implement emergency response programs that meet the near and longer-term program objectives needs of an affected community.
- In line with the guidance from Alkhidmat Foundation relief department - HQ, preparation of project cards, and associated budgets.
- Submit monthly and occasional progress reports, progress against objectives, services delivered, maintaining the beneficiaries' database, caseload data, achievement to date, and impact stories.
- Contribute to high-quality concept notes, project proposals, funding agreements for new funding opportunities and establishing relationships with other like-minded organizations for collaborating on programming and capacity building.
- To facilitate the formulation of different types of agreements in line with different donor requirements.
- Maintain the record and necessary documentation, about relief efforts and operations related to specific proposals.
- Explore, evaluate, and advise program teams on the donor-specific funding guidelines and requirements.



## **Program design and management:**

- Lead or contribute to assessments and timely assessment reports.
- Identify funding opportunities, lead proposal development activities.
- Start up and manage projects.
- Review implementation against expenditure, workplan and data at least monthly; propose solutions to under / overspending.
- Develop and execute work plans.
- Establish accurate monitoring systems; use data in regular project reviews.
- Produce timely high-quality reports for internal and external audiences.
- Implement AKF logistics, finance, HR, administration and security procedures; create an environment of mutual respect where personnel adhere to procedures.
- Hire, orient and supervise new team members as necessary.
- Determine training needs, advocate and plan for professional development. Train relevant national staff to undertake greater responsibility and thus ensure sustainability.
- Compile monthly, quarterly and other related reports and share with relevant staff on timely manner.
- Maintain flexibility to take on added responsibilities as and when needed.
- Lead the teams to conducts assessments, reviews and self-inspections.
- Communicates results and follows-up on issues or concerns until completion.
- Serves as a contact & develop relationship with federal, provincial, and district government authorities.
- Build the capacity of the newly hired emergency teams and regularly provide on the job training.

## **Monitoring, Evaluation, Accountability and Learning:**

- Integrate MEAL approaches and activities into program plans and operations, outlining how MEAL will be implemented at each stage of the program cycle.
- Support country MEAL team in establishing MEAL system, data collection tools, and a formal mechanism to capture, monitor, respond to and act on feedback and complaints from communities. Ensure all staff and volunteers receive basic communication and complaint handling skills training.
- Ensure their staff know how to receive, record, and refer (to the CBFMR) feedback and complaints should they be approached by a member of the community.
- Ensure their staff know how to provide basic informed consent (explaining what happens to feedback/complaint, timeline, how they can contact AKF, how/when they should receive a response from AKF, rights/limitations regarding anonymous complaints, etc.).
- Based on findings, lessons, feedback and assessment data generated from MEAL system, identify and utilize the best approaches to provide communities with relevant and actionable life-saving and life-enhancing activities and information.

## **Coordination:**

- Represent Alkhidmat Foundation Pakistan and coordinate assessments and activities with implementing agencies in the area to avoid duplication and to address gaps in service.
- Promote positive leadership through regular and efficient internal coordination meetings for personnel on site.
- In the spirit of transparency, promote Alkhidmat Foundation Pakistan work and liaise with relevant external stakeholders, local leaders and government officials.
- Identify and build collaborative partnerships with NGO partners, sub-grantees, and other stakeholders.
- Collaborate in the development of referral pathways, service maps, and other networks that may assist clients to access services.
- Generate a positive image of Alkhidmat Foundation Pakistan and its personnel in the area of responsibility.

## **Other duties as assigned:**

The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all-inclusive. The fluid nature of response requires personnel to adapt to a rapidly changing



landscape; duties may be reconfigured to meet operational requirements.

## ✖ Education

### University of Peshawar

Masters in Science , Sociology  
Sociology

2015

### University of Peshawar

Bachelors in Arts  
Sociology

2013

### Board of Intermediate & Secondary Education Peshawar

Intermediate/A-Level  
PRE ENGINEERING

2010

### Board of Intermediate & Secondary Education Peshawar

Matriculation/O-Level  
Science

2007

## ✖ Projects

### Alkhidmat Foundation Pakistan

<https://web.facebook.com/Al-khidmat-foundation-District-Khyber-226235944248547/>

Team Leading Assistance Provider to IDPs of FATA in Emergency Situation , Health, Education ,Basic need of Life in IDPs Areas & Camps.

### Prime Foundation Pakistan

[https://web.facebook.com/search/top/?q=prime%20foundation%20pakistan&epa=SEARCH\\_BOX](https://web.facebook.com/search/top/?q=prime%20foundation%20pakistan&epa=SEARCH_BOX)  
Leading Health Program of Mother Child Care Project (MCCP-II) funded by UNICEF

### Al-khidmat Foundation FATA

<https://web.facebook.com/groups/alkhidmatkp/>

Work / coordinate/ and Facilitator to International organizations Such as (UKIM) (UKAID) Islamic Relief through Al-Khidmat Foundatio Pakistan in FATA (IDPs)& TDPs Rehabilitation Program.

### Acted Pakistan

[https://web.facebook.com/engr.farazahmad?fref=search&\\_\\_tn\\_\\_=%2Cd%2CP-R&eid=ARAGEIMmqam1oWdFGSZhNKliL5CA2b3vGpSboJs4N9qIzPILsR9O-YDx\\_hWN4YmQgAQJnL-0Gp-](https://web.facebook.com/engr.farazahmad?fref=search&__tn__=%2Cd%2CP-R&eid=ARAGEIMmqam1oWdFGSZhNKliL5CA2b3vGpSboJs4N9qIzPILsR9O-YDx_hWN4YmQgAQJnL-0Gp-)

Hygiene Promotion Program (Hygiene Promoter ) in wash project of European Union funded program through Acted Pakistan

## ✖ Languages

**Pashto**  
Expert

**Urdu**  
Expert

**English**  
Expert