

## NADEEM RAZA

Present: Flat # 4, Block-49/ PHA D-Type, G-11/4, Islamabad  
Permanent: Ward No.1, Tibba Sultan Pur, Tehsil Mailsi, District Vehari  
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## EDUCATION

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### INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

*M.Phil. Economics (August 2012) 3.46/ 4:00 CGPA*

- **Paper Published** – “Determinants of Domestic Investment: A case study of Middle-Income Asian Countries” IIIE Journal of Economics and Finance, 2020, 1

### CERTIFICATIONS

- Certification – **Data Analysis with R Programming**, Google Analytics 7<sup>th</sup> Course, Coursera (May, 2022).
- Certification- **Fundamentals of Visualization with Tableau**, (Dec, 2020), University of California, DAVIS– Data Visualization (Data Viz), Interactive Visualization, Tableau Community Projects and visualization best practices.
- **Analyzing and Visualizing Data with Microsoft Power BI**, LinkedIn, Jan 2023
- **Data Visualization with Python**, IBM Skills Network, Coursera, Jan 2023
- **Analyzing and Visualizing Data with Microsoft Excel**, LinkedIn, Oct 2022
- **STATA**, IIE, IIUI, Islamabad, 2010.

## EXPERIENCE

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1. **Assessment of Operationality and Functionality of 65 Nutrition Stabilization Centers in 36 Districts, Punjab-Pakistan (WHO Funded Project)**  
**Data Analyst** – (Oct 2023 – Mar 2024)  
Position: Project Coordinator / Data Analyst:  
**Activities Performed:** Hiring of Field Nutrition Assessors, Digital Application development on Safety Culture (I Auditor) for 5 Hospital assessment checklists 1a. Hospital assessment, 1b.NSC Ward Assessment, 1c. OPD/OTP Assessment, 1d. Death Review Forms and 1e. Performance indicators. Access management of field assessors on digital application, Field monitoring visits in south Punjab NSCs, Ensure Data submission and quality of data. Development of Field completion report, Data cleaning and analysis as per the TORs requirement and prepared tables, graphs and charts for final report.
2. **Baseline study - Operational Research on TaRL and KARI in Borno and Yobe, Nigeria, Funded by UNICEF Nigeria.**  
**Data Analyst:** Extract data form I-Auditor software of Safety Culture for 5 baseline tools 1. School Observation Checklist, Class Room Observation Checklist, 3. Teachers’ Competency Assessment Exercise (Written), 4. Student Learning Assessments (EGRA & EGMA) (P1-P3), 5. Student Learning Assessment – TaRL (P4-P6). Baseline was conducted in 72 Schools of treatment and control group in both states Yobe and Borno. Data Cleaning and Data analysis in SPSS and prepared State wise and gender wise analysis tables and Charts and graphs, Descriptive and frequency and multiples indicators analysis for final report.
3. **Quarterly Assessment - Operational Research on TaRL and KARI in Borno and Yobe, Nigeria, Funded by UNICEF Nigeria.**  
**Data Analyst:** Designing of Digital Application on KOBO Toolbox for 4 baseline tools 1. School Observation Checklist, Class Room Observation Checklist, 3. Student Learning Assessment – TaRL (P4-P6). Data Cleaning and Data analysis for final report. User Access management, ensure data submission, data security, data quality and date completion as per sample size. Extract data from KOBO, Data Cleaning and Data analysis in SPSS and prepared State wise and gender wise analysis tables and Charts and graphs, Descriptive and frequency and multiples indicators analysis for final report.
4. **Individual Consultancies , Islamabad,**  
**Data Analyst/Database manager/ Data Processing Manager** – (March 2021 – Oct 2023)  
**Activities Performed:** Questionnaire review for data Structure, development and Designing tools on KOBO, I Auditor.

## INDIVIDUAL CONSULTACNCIES

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1. **Data Analyst**, “Post Campaign Assessment of 2022 National Awareness Campaign on Trafficking In Persons (TIP) and Smuggling of Migrants (SOM)” **UNODC**, Aug-Oct 2023. Key Responsibilities: Cleaning

of Data for 31 Districts of All Provinces and Regions of Pakistan, Training of Data Entry Teams in SPSS, Prepare Syntax of Analysis report in SPSS, Prepare Tables, Charts and Graphs according to the guidelines of UNODC for final report of all Provinces of Pakistan.

2. **Data Analyst**, Balochistan Livelihood and Entrepreneurship program (BLEP), Third Party Monitoring and Verification by MDC, Govt of Balochistan. Key Responsibilities: June-Oct 2023. Design Tools on KOB of 5 Tools (1. Beneficiary Satisfaction Survey, 2. Technical Vocational Training Beneficiary, Enterprise Development Plan, Livelihood Investment Plan (LIP), Business Support Facility (BSF). Manage Access of 50 Field Enumerators and supervisor, Training on KOBO Collect, Ensure Data Quality, Daily progress monitoring, Data cleaning, transformation into SPSS, Data Analysis (Statistical Analysis, Cross Tabulation, Frequency Analysis, Multiple Response Analysis), Prepare Graphs, Charts and tables for Quarterly and biannual reports.
3. **Data Analyst**, “Pre Campaign Assessment of 2022 National Awareness Campaign on Trafficking In Persons (TIP) and Smuggling of Migrants (SOM)” **UNODC**, March-June 2023. Key Responsibilities: Cleaning of Data for 31 Districts of All Provinces and Regions of Pakistan, Training of Data Entry Teams in SPSS, Prepare Syntax of Analysis report in SPSS, Prepare Tables, Charts and Graphs according to the guidelines of UNODC for final report of all Provinces of Pakistan.
4. **Data Analyst**, “Socio Economic Survey for Katchi Abadi Karachi” **World Bank**, May 2023-Active. Key Responsibilities: Sample Design, **Design Data Application of 380 Questions in KOBO/ODK for Listing and Household Survey (almost 400 Fields and 29,000 Listing and 3000 HHs Sample)**, User Permission Management, Training of Field staff on CAPI Applications, Database Management, Ensure Data Quality, Cleaning, Data Analysis and prepare Tables, Charts and Graphs for Final Report.
5. **Data Analyst**, Conducting Survey on Need Assessment of S&T Human Resources for Driving Innovation and Achieving Vision 2025, MDC, Pakistan Council for Science and Technology (PCST), Mar-July 2022. Training of Data Entry staff for data entry of Data Base Management System (DBMS), Data Extraction, Data Cleaning, Data Transformation, Data Analysis of 3 Long Questionnaires for 222 University of Pakistan, 224 R&D and S&T organization and 200 Industrial Units. Supervise Data entry on Data Base Management System (DBMS). Statistical and graphical representation of analysis for final report.
6. **Data Analyst & Sample Design**, “ECW Multi Year Resilience Program (MYRP) Baseline Study/ Annual Status of Education Assessment (ASER) in Bomo, Adamawa and Yobe States, **Nigeria**” for the Primary Client i.e. **Norwegian Refugee Council (NRC)**; CTC, Oct-Nov 2022. (Key Responsibilities: Sample Design for 3 States and 7 Implementing Partners, Design Data Collection application, Training of Field staff on CAPI Applications, Ensure Data Quality, Data Transformation, Cleaning and Analysis of 3 Questionnaires. Prepare more than 300 Tables and their Charts and Graphs for Final Report.
7. **Data Analyst**, Sindh Domestic Biogas Programme (SDBP), Govt of Sindh, MDC, August 2023-Active. (Key Responsibilities: **Develop Digital Data Application for Mobile on finalized tools, Training of Field staff on CAPI Applications**, Data is collected for 75,000 Respondents in all over Sindh 25 Districts. Ensure Data Quality, User Permission Management, Data Base management, Data Transform, Cleaning and Data Analysis. Prepare Tables, charts and graphs as per the requirement of client.
8. **Data Analyst**, Final Evaluation Strengthening Food Security Resilience of Small Holder Farmers by Adapting Climate Change through Multi-level Approaches of District Umerkot of Sindh Province in Pakistan. Jan, 2023. (Key Responsibilities: Develop Digital Data Collection Application, Ensure Data Quality, Training of Data Entry Operators, Cleaning, Transform Data, Analysis and Prepare Tables, Charts and Graphs for Final Report.
9. **Data Analyst**, Impact of Matching Grants and Progress against Output Indicator 3.1 through Evidence Collection for Growth for Rural Advancement and Sustainable Progress (GARSP) Project. **EU Funded project**, Implement by FAO, ITC & PPAF. (Dec 2022-Feb 2023). Tools Designing on Google Forms, Data Processing, Data Transformation into SPSS, Cleaning and Analysis, Develop Tables and Charts.
10. **Data Analyst**, Survey and Planning of BECS students in Islamabad, JICA, March, 2022. Design Data Entry Application, Training of Data Entry Operators, Supervise Data Entry Team, Cleaning, Transformation of data sheets, Performed Quantitative Analysis and Data visualization for report.
11. **Data Analyst**, NCHD Madrassa Feeder School Survey in ICT, **JICA**, April, 2022. Design Data Entry Application, Training of Data Entry Operators, Supervise Data Entry Team, Cleaning, Transformation of data sheets, Performed Quantitative Analysis and Data visualization for report.
12. **Data Analyst**, Financial Product Development, State Bank of Pakistan, Management Development Consultant (MDC), Aug-2022. Develop Digital Data Collection application for 6 Questionnaires (Input Service Provider, Production, Processors, Warehouse, Transport, Wholesaler), Quantitative and Qualitative Analysis of FGDs and KIIs.
13. **Data Analyst**, Impact Assessment and Baseline Survey of OGDCL CSR Interventions in 02 Districts Karak and Sanghar, Dec, 2022

5. **Govt of Pakistan, Ministry of PD&SI, Pakistan Bureau of Statistics (PBS), Islamabad, “Up-dation of Rural Area Frame (URAF) for the conduct of Census and Surveys” Field Monitoring Officer (BPS-17) – (Mar 2021 – Jun 2022), Contract**  
Working under the direct supervision of the Project Director (URAF) and Member PBS (Support Services), Provide technical leadership to develop the monitoring framework, plans and indicators to capture project performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities. Ensure the project and field activities are in line with approve PC-1. Monitor the field activities of field services section and field operations section during the up-dation of Area Frame. Liaison with 34 Regional/ Field offices of PBS, for smooth execution of field activities of URAF. Verification for QCR Forms, GPS Coordinates, monitoring of field staff. Preparation of Quarter Review on the standard template of PSDP Projects, Full Year review, Mid year Review for Progress review meeting. Prepare one pager Project Brief, Prepare Presentations for Project Director, Attend Progress review meetings with PD. Attend training of IPAS from the IPAS Section and working of PC-I Second revision, Case pursue to CDWP, attend CDWP in the chair of Minister M/o PD&SI and approved 2<sup>nd</sup> revised PC-I from CDPW. Worked on Quarterly release and coordination with AGPR for monthly budget reconciliation report with DDO. Reporting on PMSE as per the requirement of M/0 PD&SI on the given standard templates. Working on Budget utilization, NIS, Budget Statements, Surrender/ saving, re-appropriation with Accountant and DDO.
6. **Installation of Smart Class Rooms in 130 Schools of AJK and 130 in GB, Project Funded by World Bank and implemented by M/o Federal Education and Professional Training. Project Manager (August-September 2023)**  
Responsible for installation, clicker’s configuration, Learning Management System (LMS) installation, and Training of IT Teachers for all 260 Schools of AJK and GB.
7. **National Socio-Economic Registry (NSER), Cluster-5” Bahawalnagar, Data Analyst – (July 2020 – Mar 2021)**  
Involved in Data cleaning and processing, Data Visualization, Statistical Analysis, Data insights, Data Interpretation, Report generation daily progress from BISP NSER DCSS through Seco client, transforming and modeling data for discovering useful information, informing conclusions and supporting decision-making. Customized Reporting (Daily, weekly, Monthly) at Cluster, District, Tehsil, Blocks and even EA level.
8. **Training Coordinator**  
**Louis Berger “USAID-Punjab Youth Workforce Development Program (PYWD)” South Punjab (Multan, Muzaffargarh, Lodhran, Bahawalpur) (June 2017 – 30 June 2019)**  
Review the proposals submitted by PO’s, Prepare appraisal report and recommendations, Coordinate with Selected local PO’s i.e **SWRDO, PDO, JIPL, IHT**. Provide Technical support to PO for effective implementation of Liaison with **PVTC, TEVTA, PSDF, COTHM**, Community Centers and Private Institutes regarding Enrollment, Stipend Disbursement, Training Quality, Attendance, Final Examination, Certifications. **Perform Activity monitoring**. Conduct Surprise Visits, Tracer Studies, Process Evaluation, **Designing and implementation of Monitoring tools, Ensure Data entry of trainees record on MIS, Carried out analysis of Data., Coordinate with Community Organizations.** Conduct Community Awareness Session, **Tool Kits Distribution to 5,000 Pass outs in Commercial Tailoring, Adda Work, Hand Embroidery, Beautician, HVACR, Electrician, Plumber, etc.** Training on Behavior Change Campaign (BCC). **Prepare meeting Minutes of meetings with PSDF, and partner organizations. Collect case study of the beneficiaries and make success stories from all institutes specially community centers.** Coordination with Placement officer and career counseling officer for placement of Pass outs, Coordinate with Chamber of Commerce, **Regional Manager TEVTA, PVTC.**
9. **Third Party Evaluation “Prime Minister’s Youth Skills Development Program (PMYSDP Phase-IV) NAVTTC Sponsored Project**  
**Project Manager/ Data Analysis, All Pakistan, July 2019-June 2020**  
National Level workforce development Program of 100,000 Trainees. Designing and Carried out Process and Impact evaluation of the training program. Observed and Monitor Skill Competition at district and Provincial Level, Telephonic Survey/ Tracer Study of all 100,000 Pass outs for Employability and Economic Empowerment status. **Manage physical Visits in 697 Institutes** in all over Pakistan. **Training of Research Associates on the developed tools for process and impact evaluation** on Mobile Application. **Carried out analysis of Data.** Development of Inception Report, Process Evaluation Report, Impact Evaluation Report, Presentation.

## 10. Third Party Evaluation NAVTTC-Prime Minister's Youth Skills Development Program (PMYSDP Phase-II)

### NAVTTC Sponsored Project

*Project Manager, Data Analysis All Pakistan, Oct 2015-May 2017*

National Level workforce development Program of 25,000 Trainees. As Project Manager I was involved in Planning for **Physical Visits in 213 Institutes** in all over Pakistan, Liaison with NAVTTC Regional Directors, Development of tools with Team Lead, Designing of Mobile Application on Fulcrum App, Training of Research Associates on Mobile application. Dashboard management and performance analysis. Telephonic Survey/ Tracer Study of women empowerment and youth employability of 25,000 Pass outs. **Carried out analysis of Data.** Inception Report, Process and Impact evaluation report, Final Presentation to the client.

## 11. FINCON Services Pvt. Ltd., Islamabad, Pakistan

*Data Analyst / Project Manager, Islamabad (2013 –2016)*

– Project management of 7 national and international donor funded project. Development and application of M&E instruments/tools, **training & capacity building and liaison with field teams, research, Carried out analysis of Data.**, development and application of analytical framework and report writing.

**Worked Following Projects on the platform of FINCON Services.**

1. **Data Analyst:** *“Agriculture Value Chain Study for Food and Agriculture Organization of the United Nation (FAO 2016 – Khyber, Kurram, North & South Agency.*
2. **Data Analyst:** *Punjab Health Dept Sponsored “Assessment of Health Facility Centers DHQ, THQ, PHC and Patients Survey”, 2016, Jhang, Khanewal & Lodhran District.*
3. **Data Analyst:** *Health Department Government of Sindh “Need Assessment of Children Hospital Karachi” 2016.*
4. **Data Analyst:** *Aman Health Tech, Karachi “Baseline Survey of Ambulance Project in Thatta and Sujawal” 2016.*
5. **Data Analyst:** *State Bank Sponsored “Impact Evaluation of National Financial Literacy Project (NFLP)”, 2014, Islamabad and Punjab*
6. **Project Associate:** *Asian Development Bank (ADB) Sponsored “Capacity Building of Pakhtunkhwa Hydel Development Organization (PHYDO) & Related Entities”, 2014, Peshawar.*
7. **Project Coordinator:** *World Bank Sponsored “TA Implementation Readiness - Hiring and Training of Project Staff, Khyber Pakhtunkhwa Southern Area Development Project (KP-SADP)” 2013, Peshawar.*

## 12. HEC Reviewer (Research Grant Management System RGMS)

*“Building Up Integrated Payment Aggregator for Universities of Pakistan” NUML University, Islamabad (Dec 2020)*

As Reviewer from the industry Evaluated the proposal submitted by Professor of NUML University Islamabad. Program Name Technology Transfer Support Fund, and evaluate based on Project Design, Potential Commercial Application, Proposed Activities, Capacity to Implement the TTSF Project, Integration of the proposal elements, and finally review the Proposed Budget worth 20 Million. Proposed observation for consideration and comments on budget.

## 13. GHK International

**World Bank Sponsored Project “Targeting Process Evaluation PSCS Cluster A”**

*Field researcher/ Process Evaluation, Rawalpindi & Lahore Division, (Apr 2012 – May 2012)*

Develop field visit plan, Process Evaluation tools and framework. Recommendation for procedural adjustments and to assess whether BISP and their Partner Organizations are implementing the Targeting Process as per plan.

## 14. National Institute of Population Studies (NIPS)

**USAID Sponsored Project “Pakistan Demographic and Health Survey (PDHS 2012-13)”**

*Field Supervisor, Bahawalpur & DG Khan Division, Sep 2012 – Jan 2013*

Development of Work Plan, Clusters Mapping of field team, Conduct FGDs in each cluster for community mobilization, Liason with LHVs and LHWs, M&E of field activities, Quality assurance in respect of data collection, facilitate US Representatives visits. Assist Project Director about report writing and progress monitoring.

## 15. Avais Haider Liaqat Nauman Chartered Accountants (AHLN CA's)

**World Bank Sponsored “BISP Poverty Scorecard Survey (PSC) Cluster-B”**

*Manager Operations, Faislabad, Bhakkar & Rahim Yar Khan, (Aug 2010 – Nov 2011)*

Team Building, Strategy Development/Planning, execution, supervision & monitoring of poverty scorecard household survey at Tehsil level & providing technical support to data collection teams in the field, Develop Monitoring Plan, Monitoring tools, system and procedures, training of field monitors etc. Review the monitoring reports of field

monitoring officer; and develop an action plan against the gaps identified by Monitoring Officers, Development of Key Progress Indicator (KPI) Report on daily basis and sent to Team Lead, Preparation of District completion reports.

## 16. Social Research Unit (SRU), IIUI

*SRU, IIUI Sponsored Project “Experimental Method in Social Research”*

*Research Officer, Islamabad, (Jan 2009 – Aug 2010)*

The main objective of the Project was to fill-in the Targeting Questionnaire from the different educational institutes named IIUI, LUMS, UMT Lahore, Jamia Fareedia Islamabad, and Jamia Asharfia Islamabad. My Responsibility included Supervision of field staff, survey quality control, data entry, Data scrutiny and data analysis through SPSS.

## TRAININGS

### Trainings Conducted:

- 7 Training Sessions of Research Associates on Quantitative and Qualitative survey instruments for Institute Process Evaluation and Survey on Mobile Application, Third Party Evaluation of Prime Ministers Youth Skill Development Program (PMYSDP) Phase-II (Islamabad, Peshawar, Quetta, Karachi, Multan, Lahore).(2016)
- Almost 50 Training Sessions of Enumerators, Editors, Field Monitors on T-1, T-2, T-3, GPS, Monitoring Tools on BISP Poverty Scorecard Survey in Faisalabad, Bhakkar and Rahim Yar Khan. (2010-11)
- Conduct Various training sessions of Field Staff: Enumerators, Research Associates, Monitoring Officers etc.
- Organized 3 training sessions of “**Project Staff of KP-Southern Area Development Project**” (2013)

### Training Attended:

- Five Days Training of Master Trainers “**7th Digital Population and housing Census of Pakistan**”, Pakistan Bureau of Statistics, Dec 2022
- Four weeks training of “**Pakistan Demographic and Health Survey**”, Pakistan Institute of Population Studies, Islamabad (Sep, 2012).
- Training of Trainers “Poverty Score Card Survey” Benazir Income Support Programme (BISP) (July 2010)
- Short course on *STATA* (statistical analysis software) from International Islamic University (IIU) Islamabad (2010).

## ADDITIONAL

- *Languages* - Fluent in English and Urdu. Orally proficient in Sraiki & Punjabi.  
Date of Birth: February 15, 1982  
Married, 3 child  
Good Health, No disability
- NIC No. 36602-1576303-5  
Height 5'-08"  
Willing to travel extensively  
----References on demand----

## TECHNICAL SKILL

<b>Data Analysis &amp; Management</b>	<ul style="list-style-type: none"> <li>• Data Analysis</li> <li>• Database Management</li> <li>• Big Data Handling</li> <li>• Database Design</li> <li>• Data Wrangling,</li> </ul>	<ul style="list-style-type: none"> <li>• Data Quality Assessment</li> <li>• Data Merging, Data Transformation,</li> <li>• Visualization of data insights</li> <li>• Sample Design for Surveys</li> <li>• Data Cleaning</li> </ul>	
<b>Software &amp; Database</b>	<ul style="list-style-type: none"> <li>• SPSS / SYNTAX</li> <li>• STATA</li> <li>• Trifecta Wrangler</li> <li>• Google Refine</li> <li>• Fulcrum App</li> <li>• Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Power BI</li> <li>• Tableau</li> <li>• MS Access</li> <li>• Epi Data</li> <li>• Monkey Survey</li> <li>• E.View</li> </ul>	<ul style="list-style-type: none"> <li>• R Studio/ Programming</li> <li>• Python (Jupiter, PyCharm)</li> <li>• CS Pro</li> <li>• WB Survey Solutions</li> <li>• ODK</li> <li>• Google Analytics</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Baseline</li> <li>• Impact Assessment</li> <li>• Workforce Development</li> <li>• Research Instrument Development</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-Term Evaluation</li> <li>• Final Evaluation</li> <li>• Capacity Building</li> <li>• Coordination</li> </ul>	<ul style="list-style-type: none"> <li>•End Term Evaluation</li> <li>•Surveys</li> <li>•Monitoring</li> <li>•Reporting</li> </ul>