

Nasir Hussain

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Monitoring & Evaluation Assistant, WB | Senior Program Officer | Program Officer | Research

Experience in public and development sector with the ability to tackle complex issues with a diverse set of functional skills, including project management, program management & implementation, research, data management, monitoring & evaluation, relief & distribution project implementation and operational efficiency. Thrives on continuous challenges and fast-paced environments with a strong focus on collaboration, driving growth, and delivering solutions and contributing to fulfill organizational requirements.

CORE COMPETENCIES

Process Improvement. Continuous review of day to day operational processes through the use of templates and designs to drive operational efficiency aligning activities and data management.

Data Management & Analysis. Conducts research designing, undertaking and analyzing information, data compilation and employing qualitative and quantitative data analysis. Data visualization and infographics skills using MS office applications and SPSS etc.

Monitoring & Evaluation. Professional skills on Project management, monitoring & evaluation, data compilation, verification, baseline, result based monitoring, Project log frame design (LFA), Project monitoring and evaluation plan designing & implementation and donor reporting.

Communication and Negotiation. Strong ability to adapt the message to differing audiences. Represented the organization at multiple Request for Proposal (RFP) presentations, workshops and seminars. Fluent in English, Urdu and writing/reading in Arabic and Persian.

Adaptability and Flexibility. Proven ability to remain resilient and tenacious under pressure while displaying fortitude in the face of adversity.

Systems Utilization. Microsoft (Excel, PowerPoint, SharePoint, Outlook, and Word), IBM SPSS for data analysis, Management Information System for data management/record. data visualization, and Urdu composing.

PROFESSIONAL EXPERIENCE

World Bank, and Ministry of Federal Education, Islamabad

Monitoring & Evaluation Assistant/Associate.

September 2021-to date.

- Assist in monitoring and evaluation of World Bank Projects, (RRREP, PREP, ASPIRE), on restoring school education, disturbed during COVID-19 through multiple distance learning interventions.
- Prepare monitoring reports on DLIs (Disbursement Link Indicators) and DLRs (Disbursement Link Results) and verify data on DLIs and DLRs.
- Follow up from provincial education departments on DLIs reporting and projects' activities.
- Prepare process monitoring on Action Plans vs progress on each project.
- Compile the data on each activity under DLIs and DLRs.
- Take follow ups from each project action plans from all provincial education departments upon receiving observation and comments from World Bank.
- Prepare presentations, project brief and progress reports for Technical Steering Committee Meeting and for World Bank.
- Draft quarterly progress and monitoring reports of the projects.
- Monitoring visits of the third-party service delivery points.
- Draft Letter of Understanding (LoU and MoUs) with stakeholders and partners.
- Prepare draft working papers/agendas and presentations for Interprovincial Education Ministers Conference and World Bank Mission visits.
- Contribute in preparing Ministry's Section related progress reports on SDGs, VNR reports, progress report on Performance Agreement and reports/replies on National Assembly and Senate Questions

Hashoo Foundation, Islamabad

Senior Program Officer (Humanitarian Program, Education)

Jan 2018-September, 2021

- Need assessment, identification/evaluations of deserving groups/communities for provision of welfare support in areas education, health, and emergency.
- Lead and implement emergency relief and distribution project/interventions.
- Develop Monitoring & Evaluation plan, LFA for program and projects and keep track of each activity as per workplan
- Review and develop data collection manuals/reports formats and other templates as needed.
- Conduct monitoring, field visits and conduct impact assessment studies of the programme
- Prepare periodic progress report, prepare annual/biannual/quarterly/monthly programme progress report,
- Review programme budget and trace the financial status of the programme against KPIs.
- Represent organizations in different workshops, seminars and conferences and other stakeholders' meetings.
- Program management, Program planning & budgeting yearly/quarterly/monthly
- Prepare donor reports and presentation for management.
- Supervise volunteers and interns and assign day to day administrative matters.
- Conduct secondary/primary research studies in areas of relevant program theme.

Hashoo Foundation, Islamabad

Program Officer (Social Protection, Education)

June 2012-Dec 2017

- Need assessment of applicants seeking financial assistance in areas of education, health, and emergency.
- Interview/evaluation of beneficiaries/communities, collect data, data management and documentation in MIS after age, gender, and diversity analysis.
- Data management in MIS and manage beneficiaries profiling and details.
- Assist in program implementation regarding scholarship program, child education support program and health program.
- Conduct monitoring, field visits and conduct impact assessment studies of the programme
- Prepare donor reports and presentation for management and compile success stories.
- Prepare infographics and presentation for donor and management.

Quad-i-Azam University, Islamabad

Management/Research Assistant

Feb2011-Feb 2012

- Data collection, data compiling, data analysing
- Prepare questionnaires and conduct course evaluation and make report,
- Programme coordination, coordination in economics research projects
- Invigilating in exams/terms and administrative support during events and seminars.

EDUCATION

MA Economics, Quid-e-Azam University

BA (Hon), Economics, Geography, University of Karachi, Karachi

CERTIFICATION/TRAINING

- Development Research using SPSS
- Introduction and Practices of Monitoring & Evaluation by IFRC.
- Food Security and Poverty, NCRD
- Social Safety nets, NCRD
- Gender Matters by UNITAR.
- Human Resource and Industrial Relation by NILAT
- Beneficiaries Feedback Mechanism.
- Microsoft Office Package.

TECHNICAL SKILLS

- MS Office Applications
- Management Information System.
- SPSS
- In-page Composing
- Content Development/website
- Social Media Management
- Surveys, Impact Assessment studies
- Community Mobilization
- Report writing
- Govt. E-Office