

## RIAZ Ahmed SHAIKH

Education: BA & Short course IT

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Primary School Chhano Shahabad Dadu

Professional Summary



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- Mr. Riaz Ahmed is an energetic, well-experienced and professional individual 5 years experiences in social Development sector and performed as Field Monitor and Enumerator in different project with NGO and INGOs.
  - His area of expertise Community mobilization through participatory approach with main stakeholders
  - Good experience of working in close coordination with DOH, EDO, TEO, UC chairman & /PPHI and community.
  - He has conducted surveys on different issues and.
  - Mr. Riaz Ahmed is well aware of the geography and culture of the community as well as.
  - He has traveled extensively in the connection of his fieldwork and tough weather of extreme heat during summer and extreme cold during winter

### Career Achievements

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- Organized advocacy and awareness events within beneficiary community to raise program understanding
  - Imparted community based trainings to local community groups working on voluntary basis
  - Maintained strong coordination with DOH/PPHI staffs, community groups and other relevant stakeholders
  - Developed outreach plan and implemented the activities effectively through utilizing innovative techniques
  - Produced timely reports and success case stories

### Career History

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- **Organization:** (AAP) and W.H.O
  - **Project:** Malnutrition
  - **Duration:** 35 Days (From 25<sup>th</sup> October, 2022 to 30<sup>th</sup> November, 2022)
  - **Designation:** Outreach Field Worker
  - **Location:** District Dadu

Screening of children for Malnutrition in outreach of Flood Affected District Dadu Sindh Accelerated Action Plan (AAP) Health with the support of WHO Screening of Children under Five Years and PLWs in Flood Affected.

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- **Organization:** NDMA and Govt. of Sindh
  - **Project:** Technical Assistance & Support for Damaged Assessment Survey 2022 (Android App for Damage Assessment Survey Sindh)
  - **Duration:** 1<sup>st</sup> October, 2022 to 24<sup>th</sup> October, 2022
  - **Designation:** Data Entry operator
  - **Location:** District Dadu

Responsibilities included:

- Survey of damaged homes was conducted during the flood in 2022
- Survey was conducted along with the official members (Tapedar) of Revenue Department, Govt. of Sindh, official of Health Department, LHW and Army personals.

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<b>Organization:</b>	<b>Tameer-e-Khalaq Foundation (TKF)</b>
➤ <b>Project:</b>	<b>3rd Party Monitoring in MR Campaign</b>
➤ <b>Duration:</b>	<b>27th Oct 2021 to 30 Nov 2021</b>
➤ <b>Designation:</b>	<b>Field Monitor</b>
➤ <b>Location:</b>	<b>District Dadu</b>

Responsibilities included:

#### **Pre-Campaign Monitoring:**

➤ Monitor preparatory activities of campaign in respective district(s) and checklists. This monitoring includes:

#### **Intra-Campaign Monitoring:**

- Participate in morning and evening meetings in the field and at DPCRs/DHO/DC offices
- Conduct supervisory visits
- Conduct Rapid Convenience Assessments (RCA)
- Support monitoring staff at district/UC in the supervision and monitoring
- Use online data reporting tools and assist district staff in submission of administrative and monitoring data digitally using mobile app (Campaign MIS and the KOBO-Collect)
- Review district campaign data, analyze and assist district managers in using dashboards.

#### **Post Campaign Monitoring**

- Assist in post campaign monitoring

#### **Post-Campaign Monitoring**

**PCM H2H cluster, SPOT, Survey, Market Survey**

**UC: Allahabad, Taluka Dadu**

**UC: Patt Gul Muhammad, Taluka Johi**

**Date: 30 May 2022**

#### **Objective:**

- **To access campaign coverage at UC level**
- **To vaccinate missed children identified during PCM**

#### **Surveyors**

- UC level partner staff
- UCMO (where partner staff not available)
- Tehsil level monitors
- DEOC partner staff for validation and market

#### **Scope**

- **100% Districts, 100% UCs of the Very High Risk Districts**
- **20% UCs of High Risk Districts**
- **10% UCs of Medium and Low Risk Districts**
- **Failed UC will be included again**

#### **Recommended action**

- **Pass: No Action**
- **Intermediate: Investigate / sweep all- teams of considered area in-charge where missed children found.**
- **Failed: Sweep whole UC, repeat PCM, investigation and corrective action, UC will be sampled for PCM and MPQA during next campaign**

#### **Result Interpretation**

- **Satisfied: >=95% coverage**
- **Intermediate: 90%-94.99% coverage**
- **Failed less the 90% coverage**

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## Experience

**Organization:** World Health Organization (WHO)

**Designation** : Field Monitor

**Project** : Polio eradication

**From** : Sep 2017 to December 2021

## Responsibilities

### Responsibilities included:

- Support to UC Staff for preparation of quality micro plan.
- Desk review of Micro Plan and Field Validation of Micro plan desk data compare to field verify major and minor land marks ,
- Micro plan observation share with immediate supervisor as well concern THO/UCMO/AIC for taking corrective measurement.
- Participating UPEC meeting as a support person for coordination with all UC stack holders
- Participating in FLW team training for preparation of any upcoming Polio Campaign

### Intra Campaign Activities

- During Campaign Daily Morning meeting with all UC staff Teams , UCMO/UCFP and AICs
- Sharing on Daily basis team deployment to DEOC and WHO
- Provided support in Logistic management for each team each area of UC
- On every day of Campaign visit MBT/Fix Team /TP team for support and monitoring and share observation with UC staff / TFP / DEOC/WHO and on job coaching to team for corrective measurement
- Taking HH Cluster and share status of work with all UC staff / TFP / DEOC/WHO
- At UC Level Participating in every evening meeting share and review of day
- On daily basis share compile report with immediate supervisor
- Monitoring Checklists & H.H Cluster Data Upload on EOC Mobile App

### Post Campaign Activities

- ☐ Market Survey
- ☐ DDM filling and report compilation and sharing with immediate supervisor
- ☐ 2B/2Aform and Tally sheet analysis
- ☐ NA / Refusal and Zero dose validation.

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## Experience

**Organization** : Thardeep Rural Development program  
**Designation** : Enumerator  
**Project** : National Socio Economic Survey (NSER)  
**From** : 1 March 2019 to December 2019

## Responsibilities

- Ensure that team checklist is complete in start of data collection
- Responsible for the entire data collection forms in Urban and Rural communities
- Meetings with community key persons/stake holders to explain survey objective
- To interviews the Head of family in the house
- To provide quality data to the supervisor and able to write good reports
- Attend Morning, Evening session in data collection days
- Travel extensively within the field sites.
- Experience in utilizing technology tools and also possess the ability to master new technology tools
- As required; familiarity with the use of an Android tablet, ODK is an advantage.
- Manage any other issues related to the survey in the field during data collection and report to supervisor.
- Follow confidentiality and security procedures to ensure respondent privacy is protected
- Quality assurance of the collected data for completeness and accuracy
- Having high moral and ethical values
- Having good interpersonal skills and be a good team player
- Any other duty assigned by supervisor

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## Experience

**Organization** : Thardeep Rural Development program  
**Designation** : Social Organizer  
**Project** : National Socio Economic Survey (NSER)  
**From** : 1 January 2019 to February 2019

## Responsibilities

- Scope of Work
- As a Social Mobilizer Following tasks to be Completed Ensure 100/
- Awareness among the people in assigned area Deliverables:
- All deliveries shall be property of Thardeep Rural Development Programme and deliverables
- Hold Corner meetings with local body representatives officials notables influential person community Leaders and imam mosques to gain their support in data collection well before commencement of the Listing activity
- Conduct advance visit to assigned Localities 13 to create awareness about BISP and the data collection exercise
- Display posters in residential areas and prominent public Institutions in consultation with SM

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## Experiences

**Organization** : Thardeep Rural Support Program  
**Designation** : Enumerator  
**Project** : Benazir Income Support Program (BISP)  
**From** : March 2010 to July 2010

## Responsibilities

- Accompany Supervisor during forward visits in the surveying village a day or two before the actual survey starts to update household listings and the local area map.
- Ensure that weekly work assigned meets the requirement of number of households allowed to be covered each day and is reflected through the route map.
- Always make sure that the enumeration is conducted only within the boundaries of the assigned area.
- Ensure all households (including permanent and temporary dwellings) are covered in the targeting exercise;

- Conduct interviews with household heads/representatives and fill the Electronic Registry Form (ERF) as accurately as possible.
- Contact Supervisor in case there are doubts about any procedure or clarity is required or additional information regarding any process is needed.
- Attend daily debriefing meeting and report daily progress to the Supervisor.
- Develop good understanding of the CAPI system and data transferring mechanism as explained in detail in relevant section of the manual/guidelines.
- Stay within the limit of 22 completed ERFs required to be filled each day.
- Before leaving for the field, always ensure to have the following done.
- Have a Name tag (as specified by BISP) and an official letter identifying you as an Enumerator for the SF;
- The address fields of the surveying area are loaded in the tablet system.
- The tablet is fully charged and protected with the case to avoid damage to the device.
- The route map is available with updated household listing and GPS coordinates as well as to indicate starting
- A copy of the data collection and other necessary guidelines provided by BISP are available with you;
- Have a mobile phone with top-up and contact information of the supervisor as well as other team members in order to be able to contact them in case an emergency situation erupts during the field work;
- Wear cap and flees to be provided by SF as per design of BISP.
- Provide a receipt to every respondent, whether one declines or provides information and leave/drop receipt in the house in case no one is available at home;
- Re-submit the unused and damaged receipts to the Supervisor.
- Enumerators need to study and learn all parts of the manual, except the guidelines for Supervisor and guidelines for Area Coordinators.
- Fill the relevant activity log on daily basis and generate reports

## Trainings

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### TRAINING PARTICIPATED

- One day Training Community Mobilization
- Two day Training on Inter Personal Commutation (IPC)- Social MobilizationOne day Training Measles Vaccination OCT 2018
- One day Training (TCV) Typhoid Conjugated Vaccine Nov-2019One day Training Covid - 19 Vaccination Feb:2021
- Two day Training on Measles Rubella Vaccine August 2021
- Three day Training on BISP Survey (TRDP) Office District Dadu 2010
- 02 day Training DHO Office Hyderabad on Nutritional Screening of children under Five Years and PLWs in flood affected District Dadu on 22-23 October 2022.

### I.T Skills / Languages

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- Good knowledge of using Ms. Office (Word, Excel and PowerPoint)
  - Strong verbal, reading and writing skills in English, Urdu, Sindhi and Saraiki languages

### Additional Qualities

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- Excellent team work, organizational & problem solving skills
  - Innovative, confidence and time efficiency
  - Excellent communication and interpersonal skills
  - Flexible to work under harsh environment