



SAIMA KANWAL

Data Collector

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Bannu Road, Dera Ismail Khan, Pakistan

Summary

About 11 years working experience of multiple LOCAL, NATIONAL AND INTERNATIONAL Organization in different capacities like SocialOrganizer, Hygiene Promoters, Community Mobilizer, Field Monitor, PRA-Expert, Monitoring & Evaluation Officer, Project Officer Community Mobilization, Team Leader, Regional Focal Person, Nutrition Assistant, Reading Quality Associate, Data Reviewer.

Skills

Analytical Skills | Capacity Development | Child Nutrition | CMAM | Community Engagement | Community Engagment | Community Mobilization | Data Cleaning | Data Entry Operations | Data Management | Data Management Of Women CNIC | Data Management | Data Reviewer | Database Management | Decision Making | ERP System | Evaluation Skills | Excellent Computer Skills | Excellent IT Skills | Excellent Time Management and Organizational | Flexibility | Flexible | format designing | Good Data Management Skills | Hygiene Promotion | Knowledge of Development | Knowledge Of Livelihood | master trainer | Mobilization | Monitoring Skills | MS Excel | MS Office | MS PowerPoint | MSword | Nutrition Planning | Office Automation | Oral Communication | Presentation Skills | Pressure Handling | Proficient In Urdu Language | Project Management | Receptionist Duties | Report Writing | Report Writing Skills | Secretarial Tasks Handling | Situation Handling | Social Mobilization | Social Networking | Stock Management | Strong Analytic Skills

Experience

Nov 2022 - Nov 2022

Data Collector

Research & Development Solutions, Dera Ismail Khan, Pakistan

Under the Project: **Delivering Accelerated Family Planning in Pakistan**

Third party monitoring assessment (qualitative and quantitative) of mobile health camps for flood affected areas population organized by IP of UNFPA

Monitoring of Service delivery of IP, assessed services provided in those health camps, such that medicine, eligible and trained staff, quantity of stock, management of health camps,

Assessed activities other than medical/physical treatment like awareness raising campaigns to cooperate/help each other in such hazard situation like flood, safeguarding women and children at their first priority.

Assessed the activities by IP to provide psycho-Socio support to patient at that health cams

Assessed referral mechanism adopted by camp staff for any critical condition of the patients.

Feb 2022 - Oct 2022

GCSS Officer(Geographic Coverage Support System)

Riz Consulting, Dera Ismail Khan, Pakistan

Being Geographic Coverage Support System/GCSS Officer”

- “ Attended Staff Training and Online Meetings to assure GGCS Successful implementation via Polio Mobile teams
- “ Delivered Training Sessions at multiple assigned EPI and (polio)Team Support centers.
- “ Collecting/taking Mobile devices to Handed-over Polio teams according to suggested methodology, filled all required undertaking documents.
- “ Assure phone compliance during polio campaign
- “ Submit and upload all online reports and MOVs at daily bases.
- “ Conduct validation of no-team areas by matching given coordinates, and report the actual picture of ground level realities.
- “ Any other task assigned by Supervisor.

Nov 2020 - Jan 2022

Data Reviewer(TPVICS: Round 1 & Round 2)

Precision Health Consultants-P.H.C. Global, Dera Ismail Khan, Pakistan

Third Party Verification Immunization Coverage Survey

JD's TPVICS Round 2 (June to Jul 2022)

1. Verify the data received from the field.
2. Review the data and if any queries consult the manager.
3. Enter the data into the system and manage the files

JD's TPVICS Round 1 (Nov 2020 to Jan 2021)

Review uploaded data on dashboard(Line-listing Progress, Data collection Progress, vaccination Card View, skipped question etc.)

Shared cluster randomized sheets to survey teams at daily bases.

Review & tally vaccination dates of each uploaded card image with uploaded data collection entries, edited and check review uploaded entries if found mismatched

Feeded manual line listing from hard (if devices/Tablets not used in no network (hard-areas or threat to be stolen)

Mar 2018 - Mar 2020

Reading Quality Associate

International Rescue Committee-IRC, Dera Ismail Khan, Pakistan

- “ Attended Trainings of trainers, RQA and Mentors.
- “ Conducted Orientation of Head Teachers, Orientation of TIG Facilitator, Training of Teachers
- “ Conducted School Support Visit to assess teacher performance & give positive feedback also assessed 6 randomly selected children formative assessment.
- “ Attend and Provide technical Support to Teacher Inquiry Groups TIG Monthly

Meetings (17 in Total)

- Distribution of Reading Learning Material RLM
- CMR Grant Activities Community Meetings & Reflection Events.
- Community Based School Governance Structures CBSGS Meetings
- Mega Community Events

Sep 2016 - Jan 2018

Internal Field Monitor

APEX Consulting, Pakistan, Dera Ismail Khan, Pakistan

- Attend Trainings for Internal Field Monitors and Training of Field Teams each month for even a single change in pattern of working.
- Observe Field Teams that they are working according to criteria specified in Training of Field Teams (TOFT) or not. Either they are using methodologies, applying techniques or not.
- In case of any deficiency by teams at the spot contact concerned person to rectify the matter.
- Data validation after teams visit is a vital role of IFM i.e. to assure data quality IFM revisit the area for verification.

Immediate reporting at Out Data Kit (ODK) an application/software at daily bases

NOTE: Each month a short term agreement is signed after availability check for this position and I had assigned this duty about 70% of mentioned tenure.

Jan 2017 - Sep 2017

Nutrition Assistant

Frontier Primary Healthcare -F.P.H.C., Dera Ismail Khan, Pakistan

- **Nutrition CMAM via IYCF Promotion**
- Examined all patient; women and children coming to the center. Took Medical check-up i.e. MUAC, Height weight length
- Registration of OTP Patient, Malnourished Pregnant or Lactating women as per specified criteria
- Organized Nutrition Camps in Faraway/Remote areas
- Assure Follow-up visits of Admitted OTP Patient to the center timely
- Lead, support and Promote IYCF activities in community.
- Conduct Hygiene Sessions at Nutrition Centers and at field as well.

Aug 2015 - Nov 2016

Team Leader-Prime Institute of Public Health

Prime Institute of Public Health, Dera Ismail Khan, Pakistan

Clustering & team deployment planning in project areas

Lead the survey enumerator and community mobilizer teams to the plan clusters for

project activities such that linelisting, pre-KAP survey, HEALTH CAPMS, post immunization survey

assure Linelisting with proper door marking as per protocol.

Organize Health Camps with help of community focal persons and Lead the paramedic staff to manage medicine supply and its proper record

“ “ I was ensured every child below 5 years coming to the camp get OPV if not finger marked and missed in the most recent campaign. Also assure injectable Polio Vaccine IPV if child age is in between 4 month to 2 years.

Sep 2014 - Mar 2015

Regional Focal Person (Community Facilitator-Civil Rights Project)
KHWENDO KOR, Dera Ismail Khan, Pakistan

“ Supervise Civil Rights & Responsive Governance-Oxfam GB project at DI Khan

“ Lead Community Effective Citizenship Members (ECG-Members) of district DI Khan. & provide technical leadership and guidance to community groups, by forming their committee & its strengthening, sensitize & train them on specific topics/issues as required, also to organize/facilitate meetings.

“ Establish district level community groups for issue identification & take steps for resolving those issues under civil rights prospective.

“ In proper coordination, lead the process of effective participation of community ensuring inclusion of active & effective citizenship groups

“ Ensure delivery of quality training of the ECG for all functioning sectors (CNIC Registration of an register community RTI, Budget making process, Sessions for media reopening, etc.)

“ Establish & promote linkages of community groups with Government Line department by arranging Formal Space Meeting and Sensitization Sessions.

“ Write & submit reports as obligated by the Project Manager and

“ Reporting to the Project Manager and administrative reporting line for time attendance will be with respective regional heads, however, programmatic reporting line was with the PM.

“ **Regional Focal Person Program:**

“ Arranged all District level advocacy events, stakeholders' identification, and their execution & reporting in timely & most meaningful manner.

“ Coordinate field visits of delegates for showcasing the Donors (FAFEN, TDEA, CPDI etc.) projects activities (Youth Convention, Showcasing Event-Education for All, District Level Budget Making Process Training, etc.).

“ Distribute marketing materials (invitation letters, flyers, signboards etc.)

“ Make refreshment & lunch arrangements at field level (Meeting, Sessions)

“ Engaging local and national print and electronic media for the all event.

Delays and issues of compliance, timeliness and quality shall be avoided by CF by

demonstrating competence and skill sets required to undertake following primary tasks efficiently/in a most meaningful manner:

Apr 2013 - Apr 2014

Project Officer Community Mobilization-NRC

Norwegian Refugee Council (NRC), Dera Ismail Khan, Pakistan

KEY ACCOUNTABILITIES: • Mobilize communities, organizations, and partners for maximum utilization of project services • Coordination with government as a key stakeholder, local counterparts, and partners for effective and timely project implementation **DETAILS OF KEY FUNCTIONS:** Social mobilization • Plan social mobilization activities in the context of the project log frame and targets set aligned with project work plan. • Mobilize communities, organizations, and partners for maximum utilization of project services. • Initiate social mobilization process and facilitate the project communities to organize themselves in shape of community organizations (male and female). • Identify members for establishment of village organizations. • Support village organizations to establish their linkages with the local authorities and other development actors to improve the social services in the area. • Collect and provide support in collection of information for base-lines surveys and evaluation or any other required study. • Document success/case stories for the project. • Provide logistic support in conducting field activities. • Keep close coordination and liaison with stakeholders in carryout the project activities within the community of project areas. • Help the technical staff in organizing community meetings, workshops, and campaigns • Support VOs to build their capacities in VO management, planning and monitoring, conflict resolution, and promoting social harmony in the community. • Provide input for preparation of monthly and quarterly progress reports on the field activities highlighting achievements and bottlenecks. • Support and coordinate with different implementing partners of government department in carrying out studies, assessments, and trainings. • Support village organizations to establish their linkages with the local authorities and other development actors to improve the social services in the area. • Collect and provide support in collection of information for base-lines surveys and evaluation or any other required study. • Document success/case stories for the project. • Document the overall social mobilization process, identify issues, and suggest improvements in the process. Job Skills Team Player Pressure Hand ling Stuation HandlingStrong CommitmentMS OfficeStrong CommunicationDecision MakingCommunity EngagementMobilizationAdaptabilityFlexible

Aug 2012 - Dec 2012

Health and Hygiene Promoter

Social Efforts for Education and Development(SEED), Dera Ismail Khan, Pakistan

- Interviewed Pre/Post KAP Survey (IDP's & House Holds Families)
- Formed ABGs (Activity Based Groups) Females
- Conducted Health and Hygiene Sessions with women and
- Apply Child to Child approached with children in IDPs & local communities
- Organized/arranged 2-trainings (Training of Trainers) on Hygiene Promotion comprises of 20-GGPS Female teachers (40 in total).
- Hand Washing Day Celebration in 2 GGPS schools in which following activity organized:
 - Debate competition, Quiz competition, Role Play. Prize distribution
- Assisted Engineers in site selection for hand pump, submersible pumps and rehabilitation of Latrines in GGPS& BHUs.
- Participated in Health folk mela arrangements.

Mar 2012 - Jun 2012

Field Coordinator plus Field Monitor

Field Coordinator-Deloitte Mar 7 to June 30, 2012, Dera Ismail Khan, Pakistan

Terrain of work: Tehsil of DI Khan KPK, (To Monitor 52 BHU & 101 GGPS)
Nature of Work: • Field Monitoring During Audit of DFID Conditional Grant

DUTIES:

- Monitoring visits of GGPS (Government Girls Primary School) & BHUs (Basics Health Units) DI Khan regarding conditional grant by DFID.
- Observation over proper record of construction of rooms under DFID-conditional grant and increase in enrolment of students and regular attendance of teacher & students.
- Made meetings at Education/Health Department staff, also attended their progress sharing monthly meetings & prepared meeting minutes (Deloitte)
- Prepared daily visit reports highlighting findings of each visited area.

Jan 2012 - Mar 2012

Field Monitor

Apex Consulting Pakistan, Dera Ismail Khan, Pakistan

Terrain of work: Districts DI Khan (Jan 08 to Mar 07, 2012)/ Peshawar (Nov 28-Dec 05, 2011)

Nature of Work: • 3rd Party Monitoring

DUTIES:

- Monitoring visits to target area of each Implementing Partner of UNDP Early Recovery Projects in the Province KPK
- Observation and verification of all Hard & soft component involve in the IP Progress Reports such that Capacity Building, providing Livelihood, infrastructure, Site selection criteria, Branding.
- Interviewed direct Beneficiaries of all aspect of all IP Projects in KPK by visit them, filled Post Assessment Forms &
- Punch & report data Management Sheets from collected data & findings.
- Made meetings with IPs to take their opinions about the project impact.

Aug 2011 - Jan 2012

Social Organizer

Foundation for Integrated Development Action (FIDA), Dera Ismail Khan, Pakistan

Terrain of work: 9 UC of DI Khan

Nature of Work: • Social mobilization/Awareness sessions & CO Formation

DUTIES:

- Activist identification, initial contact with notables, organize meeting/dialogs with communities for program introduction, CO Formation & attend CO meetings, follow up visits with a planned schedule.
- Assist engineering staff in beneficiary selection (Need assessment & baseline survey/need assessment) & Installation of Biogas Plant, its proper reporting, monitoring & take feedback for hard component progress.
- Community Training and Awareness Sessions to guide them for identifying and then priorities problems and their solutions at HH Level then CO Level.
- Prepared all supporting i.e. pictorial coverage, attendance sheets, and NFR
- Highlight problems and their possible solutions.

- Biogas Operation and Maintenance Training (Utilization of Biogas)
- Eco Friendly Living Campaign
- Women Day Celebration

Apr 2010 - May 2011

Community Facilitator-WASH

Foundation for Integrated Development Action (FIDA), Dera Ismail Khan, Pakistan

PHASE-III Aug-May 2011: District DI Khan: 6 UC, District Tank: 5 UC

DUTIES:

- Rapid WASH Need assessment & registration of Flood/Rain Affected Community in 2 Districts, select most vulnerable groups for Aid.
- Conduct Awareness Sessions & WASH Committees formation for Hygiene Promotion during/ after Flood & support & monitor their activities.
- Apply Child to Child Approaches in Government & Private Schools
- NFI Kits distribution, & keeping its proper record (tokens & Ack:)
- Assist Engineers in site selection for WSS & Latrine installation.
- Prepare & maintain all supporting (pictorial coverage, attendance sheets, agendas, detailed session reports as well as NFR/DAR).
- Developed: Tokens, Formats for Acknowledgments, Work-plan, NFR, session/WASH committee's attendance sheets, Village profiles, & agenda.
- Post assessment of the project (Phase-II) & reported Case Studies. OTHER ACTIVITIES
- Celebrated Special Days as Hand Washing day/week in 4-Child Protection Centers KK-UNICEF also participated in Debate Competition at G. Schools.
- Provide immediate hygienic assistance (W.S/Latrines cleanliness by Oxfam GB, at sheltered places (UC Shorkot, Mandhran

PHASE-II Apr-Jul 2010; Terrain of work: 4 UC of District DI Khan

DUTIES:

- Hygiene Promotion, WASH Committee Formation, Pre/Post Survey
- Mapping for project implementation i-e are identification of conflict IDPSWA
- Household need assessment & beneficiary selection for WASH Facilities.
- Apply Child to Child Approaches in Government & Private Schools
- Conduct Awareness Sessions for Hygiene Promotion.
- NFI Kits distribution, & keeping its proper record (tokens & Ack:)
- Assist Engineers in site selection for Hand Pump, Hand washing pads & Latrine installation.
- Prepare & maintain all supporting (pictorial coverage, attendance sheets, agendas, detailed session reports as well as NFR/DAR).
- Developed: Tokens, Formats for Acknowledgments, Work-plan, NFR, session/WASH committee's attendance sheets, Village profiles, & agenda.

Jan 2010 - Mar 2010

Health & Hygiene Promoter WASH-CWS, Distribution Officer CONCERN World wid

VEER Development Organization, Dera Ismail Khan, Pakistan

Terrain of work: 03 UC (Kotla Saydaan, Naivela, Mahra)Prova, District DI Khan, KPK

Nature of Work: • Hygiene Promotion

DUTIES:

- Interview Pre/Post KAP Survey (IDP's & House Holds Families)
- HH & need assessment & beneficiary selection for providing WASH Facilities.
- Distribution of Non Food items (Soap, Jerry Cane, Buckets) & Hygiene Kit
- & all activities for Hygiene Promotion involved (mentioned in same JOB No.

Terrain of work: 03 UC (Mahrra Meeran Rammak) Prova, District DI Khan, KPK
Nature of Work: Rapid Need Assessment and Winterized Kit Distribution

DUTIES:

- Age-wise-group population assessment of 500 IDPs families in Project Area
- Assist PC by setting out indicators for proper division of Winterized kit items among different age-group individuals) for distribution and generate coding for all families
- Distributed Winter Kits according to coding and ensuring acknowledgments
- Developed formats for: Age-wise-group population assessment Sheets
- Acknowledgement Sheets for Winter-Kits Distribution.
- Monitoring Visit with Donors in Project Areas

Education

2016	Sarhad University of Science & Information Technology Bachelors in Arts , Bachelors in Education Development of Education in Pakistan Percentage: 67%
2007	Gomal University Bachelors in Science , BSc (Hon's) in Computer Science Computer Science

Projects

Pakistan Initiative for Mothers and Newborns (PAIMAN)

https://www.healthynewbornnetwork.org/hnn-content/uploads/PAIMAN_ExecSummary.pdf

Pakistan Initiative for Mothers and Newborns (PAIMAN) was a six-year project (2004-2010) implemented by JSI Research & Training Institute, Inc. in collaboration with Aga Khan University, Contech International, Greenstar, Johns Hopkins University Bloomberg School of Public Health Center for Communication Programs, the Pakistan Voluntary Health Nutrition Association, Population Council, Save the Children US, the National Commission for Maternal and Neonatal Health, and Mercy Corps.

Emergency Food Security and Livelihood(EFSL) An Assistance to IDP of SWA

<https://www.nrc.no/what-we-do/activities-in-the-field/food-security/>

Every person has the right to a standard of living adequate for his or her health and wellbeing. This includes the right to food and livelihood protection.

Pakistan Reading Project(PRP)

<https://www.rescue.org/press-release/international-rescue-committees-pakistan-reading-project-wins-2020-international#:~:text=Program%20designed%20to%20>

- Program designed to improve the reading skills of children in grades one through two reached more than 1.7 million students and trained more than 27,000 teachers.
- Through strong partnerships with the government of Pakistan, the program improved 55 policies for reading within the country.
- The program received the top international prize awarded by the Library of Congress for promoting literacy.

Languages

Pashto
Intermediate

English
Expert

Saraiki
Expert

Urdu
Expert