

# Sonia Arain



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## Objective

To learn and develop expertise in a progressive organization where my experience can utilize for mutual success.

## Profile

An experienced and dedicated development professional who possesses strong drive and motivation. With over eight years of work experience in community development projects and programmes, she has held various roles in the field. Her involvement includes working on notable initiatives such as the Family Planning and Reproductive Health Project (FPRH) funded by USAID, MINERVA-The Finnish Project supported by the Government of Finland, the SUKH Initiative family planning programme funded by a tripartite partnership between the Aman Foundation, the Bill & Melinda Gates Foundation, and the David & Lucile Packard Foundation, and the school-based deworming programme supported by Interactive Research and Development (IRD), Indus Hospital & Health Network (IHHN), and Evidence Action's Deworm the World Initiative in Pakistan. Recently, she has been associated with the Legal Aid Society and worked as a programme officer under the Alternative Dispute Resolution Programme (ADR). She is an accredited Mediator with the Pakistan Mediators Association.

## Academic

Master's in Sociology (University of Sindh) passing year 2013

Certification	Awarding body
Accredited Mediator	Pakistan Mediators Association (PMA) <a href="https://micadr.com/shc-accredited-mediators/">https://micadr.com/shc-accredited-mediators/</a>
Early Years Re-design Program (EYRD) – ToT	The Citizen Foundation (TCF)
Menstrual Health & Hygiene Management – ToT	Menstrual Hygiene Management Working Group Pakistan (MHMWGP)
Personal Effectiveness, Communication and Community Engagement	NGO Resource Centre (NGORC)
Value Clarification & Attitude Transformation in Reproductive Health	Marie Stopes Society (MSS)
Awareness to ISO 9001:2008	United Registrar of Systems (URS Certification)
Global Health (Family Planning Counseling)	Global Health eLearning (GHeL) Center <a href="https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-271326-1-1218896">https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-271326-1-1218896</a>
U.S. Family Planning and Abortion Requirements	Global Health eLearning (GHeL) Center
Post Abortion Care (PAC)	<a href="https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-65-4-id13255436-1218896">https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-65-4-id13255436-1218896</a>
What Does Not Work in Adolescent Sexual and Reproductive Health	<a href="https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-271664-1-id13252851-1218896">https://www.globalhealthlearning.org/certificate/1218896/g-c-completion-271664-1-id13252851-1218896</a>

## Professional Experience

### Training Specialist – Sexual and Reproductive Health and Rights Aahung – Life Skills Education Based Component

May, 2023

My primary focus within my role revolved around elevating the provision of sexual and reproductive health (SRH) services. This objective was attained through the strategic peer-to-peer model and capacity building of youth advocates and healthcare practitioners, equipping them with essential proficiencies in comprehensive Sexual and Reproductive Health and Rights (SRHR). This encompassed a wide spectrum of themes, such as adolescent and youth sexual and reproductive health and rights (AYSRHR), gender-based violence (GBV) services, early and forced marriage (E&FM), marital rights, emergency contraception, family planning (FP), Maternal and Child Health services (M&NCH), post-abortion care (PAC), client-centric methodologies, adept utilization of misoprostol, menstrual health and hygiene (MHM), and components of sexuality. Further notable obligations and specific aspects of my role comprised:

**- Conduct Trainings and related Activities:**

Supervising and coordinating training logistics in collaboration with the administration, and documenting training reports, capturing key insights, and preparing seminar reports. Managing training-related data within the Management Information System (MIS), including consistent follow-up with trained participants.

**- Support in Networking and Advocacy:**

Assisting in facilitating and managing communication and information exchange with partner organizations, supporting and cultivating relationships with the local government system, pertinent policymakers, and stakeholders at both local and national levels. Providing aid to the manager in organizing advocacy meetings, which includes preparing presentations, materials, and other necessary components.

**- Ensuring financial systems and other reporting are in order:**

Collaborating with the finance team to submit finance reports following trainings, meetings, and other associated activities, subject to manager's approval and assisting the manager in compiling reports for donors and the board.

### Program Officer – Alternative Dispute Resolution (ADR) Program

Oct, 2021-Feb 2023

#### Legal Aid Society

Primarily, as a member of the core programme team, I was responsible for managing the day-to-day operations relating to both demand and supply, coordination with stakeholders, implementation of project-related activities, reporting, back checks, collecting and assessing data and maintaining all the data in both physical and electronic form.

- Planned and organized various events and trainings and wrote concept notes, progress reports, and event/activity reports.
- Ensured implementation of policies and SOPs at programmatic activities and filed level, and kept track of statistical data for all program activities.
- Coordinated and networked with stakeholders, implementation partners, and other NGOs, CSOs, and CBOs, and conducted advocacy meetings with district-level stakeholders.
- Supervised and monitored the implementation of various project activities and undertook field visits to evaluate and improve planning, implementation, and monitoring activities of projects
- Assisted in programmatic research of program components, assisted in monitoring compliance with the organization's resource allocation framework, and provided support
- Indicated corrective actions where required and maintained official records and documents.

### District Coordinator, School Based Deworming Program Interactive Research and Development (IRD)

July – Dec 2019

- Coordinated and assisted in reporting, also ensured the implementation of the reverse cascade and responsibility plan.
- Provided real-time reporting and coordinated with the implementation team on events and challenges.
- Built liaisons between district level stakeholders/government to ensure arrangements for MDA-deworming day
- Ensured liaising and assisted the district level government and third-party independent monitoring firm
- Coordinated, assisted, and monitored drug storage and distribution to the training venues with the DHO
- Ensured attendance sheets were duly filled as per the protocols and sent to internal finance for timely payments.
- Assisted District Management Committees in developing district-level training and drug distribution plans.
- Coordinated with the District Management Committee for MDA (Mass Drug Administration) and ensured smooth execution of trainings and drug management during the deworming campaign.

**Sindh Rural Support Organization (SRSO)**

- As key responsibilities, oversaw recruitment, administration, capacity building, and supervision and reporting of newly hired field staff for the survey following HR policies and hiring criteria.
- Ensured timely submission of documents for newly hired survey staff to HR, according to established standards and criteria.
- Provided induction to newly hired field staff and periodically conducted refresher training for existing field staff based on Training Needs Assessment (TNA).
- Conducted frequent field visits to supervise the work of field staff, ensuring protocol implementation, standardization of work, and providing on-the-job coaching.
- In the capacity of a documentation and reporting officer, consolidated daily reports from all districts and towns of Karachi on the quantification of listed and enumerated households.
- Prepared fortnightly reports on social mobilization and district-wise implementation plans to achieve enumerations.
- Analyzed enumeration and listing reports received from district coordinators and compared them with CSV reports downloaded from the BISP dashboard to assess accuracy and precision and to consolidated district-wise report for 18 towns of Karachi

**Project Coordinator - -- SUKH Initiative Programme (Project Management Unit)**

(Oct 2016-Oct 2017)

**The Aman Foundation**

SUKH Initiative was a multi-donor funded, family planning and reproductive health project, primed by Aman Healthcare Services; implemented by a consortium of local and international organizations, in selected one million underserved peri-urban population of Karachi city, Sindh; with an aim to increase modern contraceptive prevalence rate by 15 % points.

- Held monthly field operation meetings with project's field staff;
- Coordinated with implementing partner for monthly project deliverables;
- Facilitated execution of field level activities and prepared monthly reports;
- Communicated relevant project field information to the relevant authorities;
- Coordinated project associated activities and to create synergy at field level;
- Facilitated orientation and time to time capacity building of the project field staff;
- Monitored project related field activities and its implementation in project intervention areas;
- Ensured project activities comply with the policies and regulations of the donor organizations;
- Liaised with implementing partners, departments and project key stakeholders for project related interventions.

**Research Coordinator (National Nutrition Survey)**

(Jan -June 2018)

**The Aga Khan University - Centre of Excellence in Women & Child Health**

The aim of the NNS was to undertake field survey and generate district specific nutrition information related to malnutrition (both under and over nutrition) and micronutrient deficiencies among women and children in Pakistan, carried out using the cross-sectional survey at district level in all areas of Pakistan by employing a mixed method data collection methodology for both quantitative and qualitative data collection.

- Ensured the quality of the survey with the survey core team;
- Maintained complete archiving of survey documents including project management;
- Liaison and networking among staff, line organization and community stakeholders;
- Mainly was responsible in designing, planning, training, supervision and monitoring activities of survey;
- Supervised all survey related activities including field management, data collection and its quality and control;
- Provided assistance in capacity building & training of field staff on CAPI tool as per the protocols and guidelines.

**Clinic Manager- MINERVA (The Finnish Project)**

March - May 2016

**MARIE STOPES SOCIETY (MSS)**

- Primary responsibility included, managing day-to-day operations of clinics for administrative and personnel aspects
- Worked closely with physicians and clinical staff to provide support in real-time.
- Identified opportunities for improving clinical services and performance of staff.
- Conducted monthly progress review meetings with clinic staff and senior management;
- Managed up-to-date client information system (CIS) and developed KPIs key performing indicators for clinical staff;
- Management of petty cash, routine payments and deposits, incentives for referral mechanism;
- Managed and supervised clinical staff and interacting with clients regarding feedback on services;
- Procured consumables and ensured availability and supply of contraceptives and other commodities;
- Ensured healthy clinic environment operations are conducted as per policies and quality management system.

**Training Assistant – (USAID-Family Planning & Reproductive Health Project)  
Creative Social Marketing (CSM)**

2014-2016

- Oversaw logistical and personnel arrangements for scheduled trainings events for LHW program
- Accumulated and ensured that the training material is up-to-date;

- Maintained record of training and assisted line manager in preparing training reports;
- Travelled within the different provinces for arrangements of training programs;
- Assembled details from feedback forms for training evaluation to incorporate in training reports;
- Assisted trainer in arranging induction training and to create training materials
- Executed any other task assigned by line manager or associated with organizing and scheduling training of LHWs.

## Consultancy / Freelance Assignments

### Lead Trainer –Baseline Survey Field Staff Training \_ Building Healthy Family Activities (BHFA) Project Research and Development Solutions \_ July, 20203

- An intensive four-day training of enumerators and supervisors organized by Research and Development Solutions (RADS) for the baseline survey of the Building Healthy Family Activities (BHFA) project, gathering crucial data to make a positive impact on communities. The objectives of this study intervention include assessing service readiness, service availability, staffing and HR, Data management systems, and existing or resilient health systems to respond to emergency shocks as well as daily health needs.

### District Field Monitor – Vitamin A Supplementation (NIDs Campaign) January, 2023 SHIFA Foundation

- Mainly was responsible to strengthen the Vitamin A administration through monitoring teams, collecting clusters, and real time reporting during (NIDs) of the polio campaign, January 2023, district South.

### Independent Monitor – Tameer-e-Khalaq Foundation (TKF) June, 2021

- I was assigned to district Korangi to collect clusters, team monitoring, and reporting during (NIDs) the polio campaign.

### Temporary Town Support Person

#### Tameer-e-Khalaq Foundation (TKF) August, 2020

- I have worked on a short term assignment during Sub-National Immunization Days (SNIDs) August 2020, in Landhi Town for clustering, monitoring and reporting the quality of the polio campaign.

### District Field Monitor – Vitamin A Supplementation (NIDs Campaign) December ,2019 SHIFA Foundation

- Mainly was responsible to strengthen the Vitamin A administration through monitoring teams, collecting clusters, and reporting during (NIDs) the polio campaign in December 2019, district Korangi.

### Master Trainer – COMNet Community Based Vaccination Program (2016)

#### Sidat Hyder Morshed Associates

- Identified training needs assessments (TNA) for program staff;
- Ensured timely delivering of both induction and refresher training reports;
- Built the capacity of both newly and existing staff of program and maintaining trainee records;
- Conducted feedback sessions and make recommendations for enhancing effectiveness of training;
- Liaised with district health communication support officer and with union council communication officer;
- Prepared monthly training plan, training reports and assisting in micro planning with district health officer;
- Conducted field visits with relevant officers of town to provide on the job coaching during joint field visits;
- Increased field force productivity by obtaining cluster samples and evaluating training performance in field

## References

- References are available upon request