

Tahira Ali

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Academic Qualifications:

Institute of Management Sciences University of Balochistan

Education Quetta

MS in Business Administration

2018

University of Balochistan

Quetta

B.com

2011

Balochistan Board of Intermediate and Secondary, Education

Quetta

FA (Math, Statistics, Economics)

2009

Experience

International Organization for Migration IOM | CRA-N

Monitoring and Evaluation Officer

July 2023 to Present

- Plan & undertake regular site visits, surveys, rapid assessments, and overall monitoring & evaluation of programming activities.
- Support the development of data collection tools and activity M&E plans.
- Conduct Focus Group Discussions (FGD's) and employ other qualitative data collection tools and methods to assess and report on programming activities, outcomes, and impacts.
- Conduct interviews with direct and indirect beneficiaries to obtain feedback on the quality of CRA-North's programming activities and recommendations for improvement.
- Prepare and compile, evidence-based evaluation reports on the programming activities in collaboration with the district teams.
- Ensure that appropriate quality control efforts are in place, as program data is collected, assessed and reported, with appropriate data collection tools and approaches in place.
- Support existing district programming efforts by participating in Learning Workshops and the identification and documentation of success stories, lessons learned and impact pieces.
- Update existing M&E Databases and Information Management Systems in real time on a weekly basis.
- Work with the M&E Department and program team on strengthening the use of M&E data across the program through the use and distribution of M&E reports.
- Any other duties as assigned by the supervisors.

Balochistan Rural Support Programme

Senior Programme Officer / Program, Monitoring, Evaluation & Research

Sept 2022 – June 2023

- Contribute to the development of the Annual Work Plan of the project activities.
- Development of an overall M&E guidelines for the project activities to ensure that all the field teams are able to achieve the annual targets
- Update and follow-up the online Projects Monitoring Tool
- Coordinate and assist monitoring and evaluation data collection activities, including logistics of form distribution and collection, as well as orientation and training of data collectors
- Coordinate and assist data processing, including data transfer, entry, verification and cleaning
- Support field teams in conducting regular analysis and action planning meetings to (1) compare data against project milestones, targets, and quality expectations across project sites; (2) identify issues requiring further attention; (3) define action needed and assign responsibility and deadlines
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings
- Produce reports on M&E findings and prepare presentations based on M&E data as required
- Assisting General manager in drafting proposal and concept note writing and submission
- Other functions as needed

Focal Person for BRSP Flood Emergency Response Operation 2022 funded by GFFO, WHO, UNFPA, UNICEF, PPAF, Helvetas, The Asia Foundation, Telecom and Banking sector

- Leading and coordinating the overall flood emergency project information management support at the head office and field level.
- Providing technical and capacity building and guidance to the emergency program teams in the planning, budgeting, and implementation
- Developing plans and ensuring quality and timely field-level implementation of the project interventions.
- Ensuing the feedback from the emergency-affected communities, documents it and sharing it with the General Manager emergency response.
- Supporting the head office and field team for need assessment of flood affected districts in terms of water, health, NFIs, cash and other needs/interventions.
- Ensuring and maintaining the accurate data entries of the Food package, Hygiene kits and other NFIs data on MIS.
- Generating the daily, weekly and quarterly MIS report and reporting it to the donor as per their requirements.

- Developing the quality emergency project reports on Donor provided format.
- Identifying and reporting challenges faced in the field to the General Manager emergency response.
- Coordinating closely with the IT and MEAL department to develop a monitoring tools and MIS system, to generate high-quality data.

Balochistan Rural Support Programme

Documentation and Reporting Officer for ‘Balochistan Rural Development and Community Empowerment (BRACE) Programme’

Feb ‘2019 to August ‘2022

(BRACE is funded by European Union, aiming to reduce poverty in nine rural districts of Balochistan including Zhob, Jhal Magsi, Khuzdar, Pishin, Loralai, Duki, Washuk, and Killa Abdullah)

- Keeping abreast of all developments of the activities to prepare appropriate reports, briefing and background notes, and other documentation as required
- Reporting on monthly and quarterly basis to Senior Programme Manager.
- Assisted the HID, Livelihood, CPI, and Gender section in monthly, interim and project completion reports.
- Ensure timely reporting to Donor/External Monitoring Mission on different/assigned Tasks.
- Updating the monthly progress of the key activities on Global work plan and the Program’s Presentations.
- Participated in development of the Gender Mainstreaming strategy of the BRACE Programme and ensuring the implementation of the strategy at the field level.
- Visiting the BRACE districts and ensuring the Gender sensitization sessions are being delivered at quality level.
- Participating in all programs review meeting, preparing presentation for the CEO and Senior Manager, taking meeting minutes and follow-up with the team on the given timeline.
- Maintaining the Task Manager Portal of the Organization, uploading the tasks, and follow-up on its deadline.
- Providing on-site technical support to the district team and collecting the capacity building training reports, refining and finalizing them.
- Reporting to management in case of difference in indicators performance.
- Maintaining and updating the BRACE and BRSP presentation and log-frame as per the requirements.
- Working closely with Monitoring team at head office as well as field team in any data collection, data analysis and collection of case studies/success stories
- Leading and preparing the experience sharing exposure visits for the women networks, CRPs, and the field staff.
- Supporting in implementation of Communication and Visibility strategy.

- Assisting district teams in Programme communication and make sure that Programme messages are properly delivered.
- Supporting timely updating of website contents and sharing of organizational activities on BRACE social media.
- Undertaking field visits to the BRACE Programme sites for documenting BRACE stories and providing communication support.
- Ensuring that the BRACE Programme publications and videos are of high quality and are disseminated appropriately.
- Supporting the Team Leader in organizing BRACE Programme communication and dissemination events;
- Maintaining a stock of high-quality photographs which reflect the work of BRACE Programme activities.
- Providing input to BRACE districts on communications material and strategies.
- Supporting in publications and other printing materials are produced as per visibility guideline.
- Ensuring EU visibility as per guidelines.
- Supporting the program teams in case of any support requirement.

Trainings and Certificates

- Training and workshop on Monitoring, Evaluation, and Research Group. **Sept 20-25, 22**
- Training on Advanced Level Gender Awareness, Mainstreaming and Transformative Approaches **May 27 – 28, 2022**
- One-month training at Budget section of Finance Department Civil Secretariat Quetta **March 17, 2018 – Feb 18, 2019**
- PTCL (Pakistan Tele-communication Limited) **Jan – Feb '2016**

Piece of writings

- Blog on “Haqiqi (True) development: Community Coming Together for Polio Immunization in Pakistan” Published in Blog site of London School of Economics (<https://blogs.lse.ac.uk/southasia/2021/11/22/haqiqi-true-development-communities-coming-together-for-polio-immunisation-in-pakistan/>)
- Thesis on the title (Impact of Leverage and Profitability on Firm’s Investment: Gross and Fixed investment) Evidence from textile industry of Pakistan
- Research on (Types of conflict between Co-education and Separate education system) Evidence from UoB, BUIITEMs and SBK university

Language and Professional Strength

- Proficient: English, Urdu, Persian, Dari

- Communication, Responsible, Positive attitude, Planning, Organizational, Interpersonal and Managerial skills

Computer knowledge

- Statistical Packages: SPSS, E-Views, Power BI
- Others: Microsoft office (Word, PowerPoint, Excel), Outlook