***Cover Letter.***

**Dear Sir / Madam,**

I am Master in Sociology & Diploma in public health having more than eight years hands-on sufficient work experience in the field of Humanitarian & development sector such as Program implementation, Co-ordination, Supervision, Field Operation and Community mobilization, Health & Hygiene education awareness for capacity building. Emergency relief distribution of Fis &NFis. Compilingthe detailed assessment and verification of beneficiaries in emergency.

**Research - Data collection both Qualitative & Quantitative** on institutional & household level (FGDs, KIIs, Respondent Interviews). Field Monitoring & Evaluation of USAID small grants projects. Social Surveys on Education, Health, Nutrition, WASH, DP/DRR & Agriculture.
Baseline Study Assessments’ and mid line evaluation of the following projects.

(PSS & EGRA-> Education Project Sindh – SRP & PRP. Midterm evaluation of Sind community mobilization program and SUCCESS Program MTR.

I have work with National & International organizations to support the timely implementation of quality programmed activities and monitor each level of action delivered to the beneficiaries,
Lead and support the community restoration and rehabilitation activities at the district level.
In the view of above facts i would aspire to drive and exist my skills to such an extent which would prove me beneficial and indispensable for your organization.

Regards,

**Waseem Abbas**

**Larkana, Sindh. Pakistan**

Contact# **03313420647**,                                 Email: **Waseemisran110@gmail.com**



***Waseem Abbas***

**M.A (Sociology)**

**Institute:** Shah Abdul Latif University Khairpur.

**Diploma in Public Health Management**

**Institute:**Modern Institute of Informatics & Management.

Skill Development Council: **Islamabad**.

***Postal Adress:***

**Mohalla Allah Abad Air Port Road near Jakhar Araa machine, Larkana Sindh- Pakistan. ZIP Code- 77150**

**Contacts # 0331-3420647 (0311-3086203)**

**E-Mail:** **Waseemisran110@gmail.com**

**Profile**

Waseem **Abbas** possess 8 years successful professional experience in the field of humanitarian, research and community development work. I am master in sociology & Diploma in Public Health Management with hands-on sufficient work experience in the field of development sector with profound capacity of Coordination, Supervision, Community mobilization and Programmed implementation.

Research data collection both (Qualitative & Quantitative). Field monitoring & validation, with national and international organizations.

A Dynamic, Organized Value driven, well-experienced at middle and senior level posts, firmly committed to Sustainable Human Development, knowledgeable at Provincial & District level, Self-motivated professional experience in implementation, Integration of Health, Education, WASH, Nutrition and Disaster Management/DRR in development projects. .Skilled in applying logical but creative approaches to problem resolution. Track record of completing projects on or ahead of schedule. My leadership role and team management skills and critical decision making makes me more distinctive among all the colleagues. During my services I have been achieved various mile stones of successes and mobilized community. I have been promoted and assigned additional assignments of **Climate Change**, **DRR, WASH & Health** to improve the better healthy life and better environments which lead better health.

To improve the quality of education at early & middle grade level under the USAID funded projects.

 Social surveys and researches with Management System International (MSI), American institute for research and other organizations for baselines study assessment, Midline, End line evaluation and third-party field monitoring assessments with the application of tools and techniques of modern research methodologies and perm culture techniques with international organizations

**Research Skills:**

Baselines study assessment, Midline and End line evaluation.

Surveys, Data collection = (Qualitative & Quantitative) Tablet-PC/Android Application. Conduct interviews on CAPI = ODK, Tangerine, Survey CTO, Survey TO GO & others Software Application.

Focus group discussions (FGDs)

Key informants interviews (KIIs)

Taking Notes

Monitoring, Evaluation & Verification of work for Quality assurance and Spot checks.

To ensure the Quality of Data, Observation during Process and Collection.

Monitoring visits households & on- site level.

Data collection and uploading of monitoring checklist in designated monitoring database.

Monitor the Post distribution activities and report to supervisor .

Prepare daily/weekly monitoring plan such as program checklists activities .

**KEY SKILLS,** Strong Knowledge & understanding of management & Community problems.

 Interpersonal communication power & leadership skills.

Good Report Writing Power & Drafting.

Good Community Mobilization, Sensitization, Counseling & Advocacy. Good experience of work with Senior Level Management.

**COMPUTER SKILLS,** Ms- Office, Windows7/ XP, Ms- Internet Explorer, MS-Office, Outlook.

**Professional Experience**

**Programmed Implementation; Project Management.**

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| ***Duty Station*** | ***Organization Name*** | ***Designation*** | ***Service From*** | ***Service******TO*** |
| **Hyderabad****Kashmore** | **Association for Humanterian Development - AHD****American Institute for Research ED.LINKS- USAID funded Project** | **Relief & Rehabilitation Manager****District Manager** | November 15, 2022January 25, 2012 | January 10, 2023August30,2012 |
| **Kambar Shahdadkot** | **Pakistan Red Crescent Society** **PRCS-Sindh** | **District Officer****Disaster Management**  | August 01, 2008 | February28, 2011 |
| **Kambar &****Dadu** | **Amson Vaccine &Pharma’s (Pvt) Ltd.** | **Project Officer**  | January 2008 | April 2008 |

**Consultancy Services; Monitoring, Evaluation &Research**

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| ***Larkana******Karachi*** | ***RIZ Consulting******HANDS --Pakistan*** | ***Field Facilitator******Research Team Supervisor*** | *March 2023**February 2021* | *March 2023**March 2021* |
| ***Karachi*** | ***Aid-Global. NDRMF-Baseline & Perception*** | ***Research Assistant*** | *October 2020* | *November2020* |
| ***Badin*** | ***Sukkur IBA University***  | ***Chief Invigilator***  | *March 2020* | ***Postponed due to COVID19*** |
| ***Matiari*** | ***Apex Consulting Pakistan******WHO Funded Project*** | ***Field Monitor - LQAS*** | *January 2020* | *January 2020* |
| ***Tando Allahayar & TM-Khan*** | ***CHIP- CTC******SUCCESS Program Evaluation –*** | ***Field Supervisor******Midterm Evaluation -MTR*** | *January 2019* | *January 2019* |
| ***THATTA*** | ***VTT-GLOBAL******MYHP - (UNITR)***  | ***Field Monitor - TPM******Third Party Monitoring*** | *March 2018* | *March 2018* |
| ***Karachi & Sukkur*** | ***MSI- Pakistan******Sindh CMP-Evaluation*****USAID Funded Project** | ***Field Researcher******Midterm Evaluation-MTR*** | *September 2017* | *November**2017* |
| ***Multan,******Faisalabad &******Kashmore*** | ***Aid-Global*****USAID Funded Project** | ***Field Researcher******(Data Collection)*** | *January**2017* | *March**2017* |
| ***Kamber –Shahdadkot*** | ***EGRA .******Midline Assessment*** **USAID Funded Project** | ***Manager –*** ***Operation & Logistics.******(Field Operation)*** | *October**2016* | *October 2016* |
| ***Hyderabad*** | ***VioceTelTech -Global* USAID Funded Project** | ***Field Monitor****(Work Verification)* ***TPM*** | *January**2016* | *May 2016* |
| ***Hyderabad*** | ***Apex Consulting Pakistan******(Post Polio Monitoring)***  ***WHO Funded Project***  | **Divisional****Coordinator***(Teams Supervision)* ***TPFM*** | *November**2015* | *December2015* |
| ***Karachi***  | ***National Rural******Support Programme-NRSP*** | **Field Researcher**(Data Collection) | *October* *2015* | *November**2015* |
| **TandoAllahyar****&****UmerKot** | ***International Rescue Committee******(Pakistan Reading Project******USAID Funded Project*** | **Field *Supervisor****(Team Supervision)* | *August 2015* | *September2015* |
| ***Nawab Shah*** ***&******Jamshoro*** | ***International Rescue Committee******(Pakistan Reading Project******USAID Funded Project*** | **Field *Supervisor*** *(Team Supervision)* | April 2015 | *May 2015* |
| ***Sanghar*** | ***Innovative Development Strategies – IDS******USAID Funded Project*** | **Field Researcher**(Data Collection) | November 2014 | *December 2014* |
| **Mirpurkhas &****Badin** | **AID\_ Global** **USAID Funded Project** | **Field Researcher**(Data Validation) ***TPV*** | *September 2014* | *October**2014* |
| ***Jamshoro*** | ***Voice Tel Tech -Pakistan***  ***AIR Funded Project***  | ***Field Evaluator*** *(Data Validation)* ***TPV*** | *December**2013* | *January 2014* |
| **Hyderabad** | ***Management System Int:******(Sind Reading Programmed)*** ***USAID Funded Project***  | ***Field Supervisor****(Team Supervision)* ***TPM*** | *August 2014* | *September 2014* |
| **Hyderabad** | ***Apex Consulting Pakistan******UNDP Funded Project***  | ***Field Monitor****(Work Verification)* ***TPM*** | *March2013* | *May 2013* |
| **Sukkur** | ***Agri Business Support Fund. USAID Funded Project*** | ***Field Investigator***(Data Collection)  | *September**2012* | *October**2012* |
| **Kambar****& Dadu** | **Action against Hunger** **UNICEF Funded Project** | **Survey Supervisor***(Team Supervision)* | May 2008 | June2008 |
| **Kambar** **& Dadu** | **Action against Hunger****UNICEF Funded Project**  | **Nutrition Surveyor**(Data Collection) | October 2007 | November 2007 |

**Programmed Implementation: Project Managment.**

**Responsibilities @ Association for Humanitarian Development - AHD**

Planning, Implementation, Monitoring& Evaluation of the Disaster Management programs .

Coordinate and facilitate the community based WASH & Community Based Disaster preparedness trainings for Volunteers and Community Members.

Maintain close liaison with District Relief Committee and participation in their meetings.

Organize and participate in Post Disaster Assessment / Activities and carry out Relief Operation as required.

Collection and maintenance of baseline date relevant to DM at the District level.

Keep record of all stocks of Relief stores.

Conduct Awareness Sessions in Schools / Colleges and Community about Disaster Management, Health & WASH, Livelihood.

Identify the Disaster Vulnerabilities of the area and organize the coping mechanism through local resources.

An organization of “Emergency Response Teams” at selected UC’s at District level.

Skills enhancement of volunteers through their regular involvement in DM Trainings / Activities.

Conduct of timely DM activities at District level by involving local communities / volunteers and make visibility of the event in media.

Keep regular follow up & Monitoring of DM activities.

Coordinate and maintain close liaison with line agencies related to DM at District Level, i.e. Govt, NGO’s and

INGO’s etc. operating in the District.

**Responsibilities@ AIR: ED-LINKS \_USAID Project.**

**Improving education governance and strengthening the capacity of the public sector to sustain the delivery of quality education.**

Liaison with the District Education Department for identification of schools for need assessment and program activities. Develop and maintain strong coordination with key stakeholders in the District e.g. District administration, education department and other line departments for successful and sustainable implementation of programme initiatives.

Manage in-service professional development activities in the District (that include face-to-face trainings, follow-ups and roll out of activities).

Ensure administrative and logistic support required to implement program activities in the District.

Lead District based staff in detailed weekly/monthly planning including field travels/school visits while adhering to quarterly /annual l work plan targets and indicators.

Develop and submit monthly cash projection against program activities, support District based procurement (as needed)

Ensure maintaining and updating of financial and compliance records/matters.

Support the District, regional and national offices in undertaking monitoring and data collection of work plan activities and participate in various surveys conducted in the District.

Prepare and submit District level monthly, quarterly and annual reports and maintain updates to be shared with supervisor and the provincial team on a regular or as and when required basis.

Preparation of solicitation form and monitoring of rehab and program work.

Engaging of SMCs through mobilization and meetings to improve the quality education and physical environment of schools.

Maintaining all documents, database of rehab work and supplies on the templates provided by the Regional Office.

Oversight of rehab and program work in the district.

Timely delivery of supplies and progress reporting of rehab work.

To overall look after for administration & financial matters/procedures & reporting.

Keep regular follow up and Monitoring of overall rehab work &programmed activities.

**Responsibilities @Pakistan Red Crescent Society / Red Cross.**

Planning, Implementation, Monitoring& Evaluation of the **Disaster Management** program of the District Branch.

Development of Appropriate Disaster Management organizational structure at District Level.

Formulation of Provisional Disaster Management Plan at District Level in consonance with local

Government plan, within the overall frame work of **PRCS,** DM Plan.

Planning, Coordination & Monitoring of **MITIGATION** projects at District Level.

Coordinate and facilitate the community based First Aid & Community Based Disaster preparedness trainings for Volunteers and Community Members.

**Conduct Vulnerability & Capacity Assessment (HVCA) and hazard mapping of the most Vulnerable UC’s/Communities in Disaster prone area in the District.**

Maintain close liaison with District Relief Committee and participation in their meetings.

Organize and participate in Post Disaster Assessment / Activities and carry out Relief Operation as required.

Identification of sites for establishment of relief camps to be used in emergency situation.

Collection and maintenance of baseline date relevant to DM at the District level.

Keep record of all stocks of **Relief** stores at District Level.

Conduct Awareness Sessions in Schools / Colleges and Community about Disaster Management, Health & First Aid

Identification & Mobilization of resources when required.

Identify the Disaster Vulnerabilities of the area and organize the coping mechanism through local resources.

An organization of “Emergency Response Teams” at selected UC’s at District level.

Skills enhancement of volunteers through their regular involvement in DM Trainings / Activities.

Conduct of timely DM activities at District level by involving local communities / volunteers and make visibility of the event in media.

Keep regular follow up & Monitoring of DM activities.

Coordinate and maintain close liaison with line agencies related to DM at District Level, i.e. Govt, NGO’s and

INGO’s etc. operating in the District.

**Responsibilities @Amson Vaccine & Pharms Pvt. Ltd.**

**Assessment of Hepatitis B & C and Typhoid Vaccinations.**

To supervise the data collection teams on household and institutional level.

To ensure quality through regular checks of data collected and will randomly visit to check the individual interviewed Liaison with the District Health Department for arranging of Medical Camps for preventive Health Care Activities (Screening of Hepatitis B /C & Vaccination of Typhoid diseases.

Making Coordination with the different stake holders & NGO’s.

Conduct Health education awareness sessions in Schools, Colleges & Communities to spread of HIV-AIDs and Hepatitis moods of Transmission.

Community mobilization and outreach to boost the community trust on vaccination reduce vaccine hesitancy and refusals.

To build alliance with the key influencers from all garner community trust for vaccine uptake activities for better health of children.

**Consultancy Services: Research- Monitoring & Evaluation**

**Responsibilities@ RIZ C0nsulting - Pakistan**

Monitoring of Vaccinators and tracking their coverage, Identify and revisiting areas that have no vaccinated due to unforeseen reasons.

The goal of the program to increases vaccination rates efficiently and without holding any vaccination accountable .

GCSS is a program initiative by the National Emergency Operation Center -NOEC designed to enhance the efficiency of vaccinators .

On ground level data collection through devices and daily report to supervisor .

**Responsibilities @ HANDS – Pakistan**

**Conducting research study on Impact of Disaster on Economic Resilience of Women in Karachi with Perception of Climate Change and its effect on Socio-economy. OXFAM BRCP Project.** Attend full training session at Karachi before commencement of field activity. Visit data collection sites to moderate & conduct interviews. Conduct Key informant interviews’ and focus group discussions of the study participants. Supervise team and maintain data quality. Supervise and conduct verbatim transcription and tabulation on field and from audios. Plan coordinate and handle field activities. To manage discipline among the team members. **Responsibilities @ AID-Global** **Conducting base line & Perception survey on Climate Change - (NDRMF) National Disaster Risk Management Fund.** Attend full training session at Islamabad before commencement of field activity.Study and understand key back ground documents to understand the role and objective of the baseline studies; **Collect indicator-based data,** Conduct meetings & key informant interviews with Provincial level line departments of disaster management authorities -PDMA, Costal development authority, Education & Forest department . Meetings with Directors & Deputy Directors to collection the relevant data according to task. Repot to Supervisor all detailed meeting summary mints on regular basis.

**Responsibilities @ Sukkur IBA University. Third Party Examination of Sind Education Foundation Schools. Early & Middle Grade Annual Examination Project.**  Participate in the orientation/training session on approach before commencement of field activity. Report promptly to test venue at agreed time. Follow and implement all relevant standard and procedures, based on training reference material provided by IBA-Sukkur University. Receiving of examination material and checking of all material including question papers, examination booklets and other equipments. To lead the field Operation of invigilators to oversee and supervise during examinations and ensure that all procedures and instructions are followed in order to protect the integrity and security of the examinations Preparation of assessment rooms and examination materials recording and checking candidate identification Communicating the examination process and instructions to all candidates distribute the examination materials. Supervising examinations to ensure that they are carried out in accordance with protocol. To monitor and report potential malpractice by school operators. Submit of incident report form on daily basis to Head Office, with daily Reporting. Co-Ordination with school operator for check the attendance registers of all classes functional in the school according to their GR numbers. Ensure all material is accounted for & handed over securely to the higher authority.

**Responsibilities @ Apex Consulting Pakistan Lot Quality Assurance Sampling-LQAS (Third Party Monitoring).** Participate in the training session at Hyderabad on approach and methodology for LQAS.Familiarizes himself with questionnaires and the information required to be filled in it;Completely understand the purpose of enumeration, data collection and questionnaires;Visit targeted areas, households and dully fill questionnaires as per the guidelines;Review, correct, finalize and validate filled questionnaires;Collect record and report data accurately and diligently through **(Tablet PC/Android).** Undertake data entry of filled in questionnaire on a daily basis. Verify the Polio vaccination (OPV) under five years children’s which were vaccinated by Polio eradication programmed.

**Responsibilities @ CHIP Training &Consulting (Pvt)Ltd.**

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| **Midterm Review of SUCCESS Program.** |

Attend full training session at Hyderabad before commencement of field activity. To supervise the field Operation of Enumerators for ensuring the quality data collection during process and collection.
Provide expertise to the planning, implementation, and reporting phases of the evaluation. Participate in the team planning workshop and in developing data collection instruments, a data collection plan. Coordinate with implementing partner staff to organize interviews and meetings for the assigned evaluation area. Conduct interviews & Focus group discussion with project stakeholders and prepare detailed notes. Report regularly to sector specialists. Identify and document findings, conclusions, and recommendations on area(s) assigned in the evaluation, according t o protocols established by CTC evaluation team .

**Responsibilities@ VTT-Global (Pvt) Ltd.**  Third Party Monitoring of Multi-Year Humanitarian Programme- (MYHP) HANDS – THATTA. Attend full training session at Islamabad before commencement of field activity. Develop a complete understanding of the data collection instruments. Monitoring the field activities of the consortium member HANDS-Thatta. Ensure Quality Assurance and Quality Control of WASH and Livelihood- FSL interventions according to agreed standards and guidelines. Review programmed documents’ at grantees location.Collect data conduct Focus Group discussion and Key informants interviews (KIIs) with project staff.Maintain the security and confidentiality of all information collected from respondents. Review program documents at said location. Participate in daily de-briefing session to ensure 100% compliance to protocols in fulfillment of said tasks and flag any persistent problem. Document direct field observation and reporting**.** Collect photographs evidence of the grantees visited and any pertinent documents.Assess to what extent the grants made progress against have agreed upon work plans and milestones. To what extent have the grantees complied with the programmatic term of their grant agreements.Consistently coordinate with the Project Coordinator/M&E Manager to review and submit work and receive additional instructions. Any other task assigned by the reverent authority.

**Responsibilities @ MSI-Pakistan.**

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| **Midterm Evaluation of Sindh Community Mobilization Program (CMP)** |

Attend full training session at Islamabad before commencement of field activity.

Provide expertise to the design, planning, implementation, analysis, and reporting phases of the evaluation. Participate in the team planning workshop and in developing data collection instruments, a data collection plan, and a data analysis plan. Coordinate with implementing partner staff to organize interviews and meetings for the assigned evaluation area. Conduct interviews with project stakeholders and prepare detailed notes. Report regularly to sector specialists, team lead, and MSI support staff in Islamabad on findings from the field. Support analysis of qualitative and quantitative data. Identify and document findings, conclusions, and recommendations on area(s) assigned in the evaluation, according to protocols established by MSI/PERFORM and the evaluation team. Contribute to preparing the evaluation report and briefing papers.

 **Responsibilities @ AID-Global** **Conducting quantitative survey for Agent Network Assessment. Project Of Micro Save -Pakistan ANA.** Attend full training session at Islamabad before commencement of field activity.Study and understand key back ground documents to understand the role and objective of the baseline studies;Participate in the orientation/training session on approach and methodology for baseline studies in Islamabad.Familiarizes himself with questionnaires and the information required to be filled in it;Completely understand the purpose of enumeration, data collection and questionnaireReview, correct, finalize and validate filled questionnaires Collect record and report data accurately and diligently through **(Tablet/Android).** Undertake data entry of filled in questionnaire on a daily basis.

**Responsibilities@ Voice Tel Tech-Global \_USAID funded Project. Monitoring of Strengthening Citizens Voice and Accountability Project- CVP (Third Party Monitoring).** Attend full training session at Islamabad before commencement of field activity. Review programmed documents at grantees location.Conduct Key informants’ interviews (KPIs) with project staff.Document direct field observation and reportingCollect photographs evidence of the grantees visited and any pertinent documents.Assess to what extent the grants made progress against have agreed upon work plans and milestones. to what extent have the grantees complied with the programmatic term of their grant agreements.Consistently coordinate with the Admin & Logistics Officer to review and submit work and receive additional instructions. Any other task assigned by the reverent authority.

**Responsibilities @ Apex Consulting Pakistan Post- Polio Campaigns Monitoring. (Third Party Monitoring).** Keep liaison with all three district supervisors of Jamshoro, Dadu, Nawabshah and Regional Coordinator.Regular field visits for quality check, identify weaknesses and address.Close coordination with internal monitoring teams.Facilitate client’s official’s visits.Supervise the field Operation of Enumerators, Monitoring & Evaluation & Verification of Data.To insure the Quality of Data, Observation during Process and Collection.Submit of Data/Documents on daily basis to Head Office with daily Reporting.Asses and verify the Polio vaccination (OPV) under five years’ children’s which were vaccinated by Polio eradication programmed. Facilitate all teams regarding security, logistics as well as field problems**. Responsibilities@ ISAPS-Pakistan \_USAID Funded Project. Sindh Reading Programme. EGRA Midline Assessment. Early Grade Reading Assessment. (Grade 3)** Attend full training session at Karachi before commencement of field activity.Conduct de-briefing sessions and preparing specific work assignments for the enumerators, locations, timings, and
Lists of target schools. Conduct de-briefing sessions and verifying the questionnaires with all teams of test administration through **Touch screen tablet/ Android (Tangerine Software).** Manage, supervise and coordinate with the surveyor’s staff, arrange logistics, manage field work plan and Monitor project activities on daily basis and report to project Manager on regularly basis. Manage and conduct the training and piloting phase of the survey procedure. Arrange logistics, resources, tools and develop work plan and provide feedback on their improvement as well as. Coaching supervisors, surveyors on improving their skills and ensure they are correctly performing their data-collection task to ensure high quality data-collection: ensure that enumerators properly understand all questions and ask to respondents in the correct way and give appropriate feedback if not the case. To formulate an efficient and effective field work plan for data collection and team’s movement to conduct the survey. To support Surveyors in planning and conducting a survey in various locations in district Kamber-Shahdadkot. To ensure quality through regular checks of data collected and will randomly visit to check the interviewed individual. Develop and manage regular mentoring spot checklist and share with the Project Manager regularly basis. To ensure that the teams plan their activities to achieve the targets in survey data collection before the given deadlines. To ensure that Surveyors obtain informed consent and respect confidentiality of information received. Report regularly to the project manager on the progress towards targets, facilitate the team and manage activities in the field, including risks and delays with support from local area coordination and the project Manager in Islamabad. To ensure the daily progress, maintain the control sheet on the daily basis and share with project Manager. To ensure that the Surveyors are adequately supported to carry out interviews planned for a day. This included the logistics as well as other necessary support. Ensure the stationary items and printed forms to the teams on daily basis before starting the field work. To communicate any technical or administrative issues/ problems with the project Manager. To be responsible for the arrangement of accommodation and facilitation to the surveyor in district if they need. Will ensure the safe and secure stay of the surveyors who are out of district while working.

**Responsibilities @ National Rural Support Programme- NRSP Improving Living of Adolescents in South Asia Project Pakistan Rural Household Research Study.** Study and understand key back ground documents to understand the role and objective of the baseline studies;Participate in the orientation/training session on approach and methodology for baseline studies;Familiarizes himself with questionnaires and the information required to be filled in it;Completely understand the purpose of enumeration, data collection and questionnaires;Visit targeted areas, households and dully fill questionnaires as per the guidelines;Review, correct, finalize and validate filled questionnaires;Collect record and report data accurately and diligently through **(Tablet PC/Android).** Undertake data entry of filled in questionnaire on a daily basis.

**Responsibilities @International rescue Committee- IRC** **Pakistan Reading Project- EGRA USAID Project. Early Grade Reading Assessment. (Grade 1 & 2) Both Urdu & Sindhi version.**
Actively participate in enumerators’ centralized trainings.
Preparing specific work assignments for the enumerators, locations, timings, and
Lists of target schools.
Logging-in the completed questionnaires and control forms (the enumerators
Evaluations, notes, and weekly progress reports, etc.)
Conduct de-briefing sessions and verifying the questionnaires along with the Class Room Observation (TIG) and Teacher Questionnaires.
Study and understand key back ground documents to understand the role and objective of the baseline studies;
Develop a complete understanding of the survey instruments and do mock demonstrations.
Participate in the orientation/training session on approach and methodology for baseline studies;
Familiarizes himself with questionnaires and the information required to be filled in it through; **Touch screen tablet/ Android (Tangerine Software)**Completely understand the purpose of enumeration, data collection and questionnaire
Review, correct, finalize and validate filled questionnaires;
To supervise the field Operation of Enumerators, Monitoring & Evaluation & Verification of Data.
To insure the Quality of Data, Observation during Process and Collection.
Submit of Data/Documents on daily basis to Head Office, with daily Reporting.
Co-Ordination with EDO Education and DEO Elementary and other officials of district education department.

Responsibilities @ Innovative Development Strategies- IDS\_Pakistan. **Pakistan Rural Household Agriculture Research Study.
Pakistan Strategy Support Programme**.
Study and understand key back ground documents to understand the role and objective of the baseline studies;
Develop a complete understanding of the survey instruments and do mock demonstrations.
Participate in the orientation/training session on approach and methodology for baseline studies;
Familiarizes himself with questionnaires and the information required to be filled in it;
Completely understand the purpose of enumeration, data collection and questionnaire
Review, correct, finalize and validate filled questionnaires;
To undertake quantitative data collection through filing of questionnaires with respondents.
To undertake Focus group discussions (FGDs) and key informants interviews with selected agriculture officials.
To insure the Quality of Data, Observation during Process and Collection.
Submit of Data/Documents on daily basis to Head Office, with daily Reporting.
Co-Ordination with local authorities and agriculture officials.

**Responsibilities @AID- Global Third Party Validation Study for National Commission of Human Development.** Study and understand key back ground documents to understand the role and objective of the baseline studies; Participate in the orientation/training session on approach and methodology for baseline studies; Familiarizes himself with questionnaires and the information required to be filled in it; Completely understand the purpose of enumeration, data collection and questionnaire Review, correct, finalize and validate filled questionnaires; To lead the field Operation of data collectors. To undertake quantitative data collection through filing of questionnaires with students and teachers of selected feeder schools & adult literacy centers. To undertake **Focus group discussions (FGDs**) and key informants’ interviews with selected education officials. To ensure the Quality of Data, Observation during Process and Collection. Submit of Data/Documents on daily basis to Head Office, with daily Reporting. Co-Ordination with Head Teacher &Teachers of the designed schools and NCHD Officials.

**Responsibilities @ VOICE TEL TECH Pathways to School Success Project Pakistan. Third Party Validation study of Sind Education Foundation Schools. Early & Middle Grade Reading Evaluation. (Grade 1 TO 8)** Study and understand key back ground documents to understand the role and objective of the baseline studies;Participate in the orientation/training session on approach and methodology for baseline studies; Familiarizes himself with questionnaires and the information required to be filled in it;Completely understand the purpose of enumeration, data collection and questionnaireReview, correct, finalize and validate filled questionnaires;To lead the field Operation of data collectors.To insure the Quality of Data, Observation during Process and Collection. Submit of Data/Documents on daily basis to Head Office, with daily Reporting. Co-Ordination with Head Teacher &Teachers of the designed schools and Community Development Organization

**Responsibilities @ Management System International –MSI.** **Sindh Reading Programmme. EGRA USAID Project**

**Early Grade Reading Assessment. (Grade 3 & 5)**

Actively participate in the master training and enumerators’ centralized trainings.

Assist regional coordinator in conducting refresher trainings.

Arranging travel and lodging for staff and enumerators during field visits in

Coordination with Admin/ Logistics officer.

Preparing specific work assignments for the enumerators, locations, timings, and

Lists of target schools.

Logging-in the completed questionnaires and control forms (the enumerators’

Evaluations, notes, and weekly progress reports, etc.)

Conduct de-briefing sessions and verifying the questionnaires along with the quality

Officers and Team Leads for completeness and accuracy. Regularly evaluating the enumerators’ work, using the quality Protocols set by the client.

Study and understand key back ground documents to understand the role and objective of the baseline study

Participate in the orientation/training session on approach and methodology for baseline studies;

Completely understand the purpose of enumeration, data collection and questionnaire

Review, correct, finalize and validate filled questionnaires;

Co-Ordination with EDO Education and DEO Elementary and other officials of district education department.

**Responsibilities @ Apex Consulting Pakistan \_UNDP-Project**

**M&E Services for Electoral Cycle Support to ECP – Pakistan (Third Party Monitoring).** Asses and verify the voter education awareness and in preparing visual information materials e.g. posters leaflets, Banners Caps etc.Liaise with community representative and members for voter education work of electoral process.Preparing written reports of activities on a regular basis and submit head quarter Islamabad.To check the IP facility for community wise physical data of voter support, exits and follow ups.To analysis the data on daily, weekly & Monthly basis.Regular outreach plan share with field team & office for identifying the work.To monitor the registration and verification of Minority participation in electoral processes.To ensure transparency in the Electoral Cycle Support to ECP-PAKISTANRegular visits in the communities and keeping close coordination with the district & union council offices

**Responsibilities @ Agribusiness Support Fund- ASF Conducting value chain baseline study on agribusiness of agriculture sector** Study and understand key back ground documents to understand the role and objective of the baseline studies;Participate in the orientation/training session on approach and methodology for baseline studies;Familiarizes himself with questionnaires and the information required to be filled in it;Completely understand the purpose of enumeration, data collection and questionnaires;Visit targeted areas, households and dully fill questionnaires as per the guidelines;Review, correct, finalize and validate filled questionnaires;Collect record and report data accurately and diligently through **(Tablet/Android).** Undertake data entry of filled in questionnaire on a daily basis.

**Responsibilities @Action against Hunger \_ UNICEF Funded Project. Nutrition & Mortality Assessment. (SMART Survey)**  1. Nutritional status of children under-five.

2. Mortality rate of the populationCollect Information of the flood affected population on Household Level.To organize the practical part of the training of the Nutrition Surveyors.Systematic and precise transmission of survey data daily into Nutrition survey data base.To organize & facilitated meetings with Local Authorities & NGO’s. Supervise the Nutrition Survey Teams during data collection to ensure good quality measurement and correct implementation of the used methodology.Assisting the nutritional survey teams in data collection when needed and follow-up of errant / unusual data for quality control (MUAC, Weight & Height Measurement).Participate in debriefings of the surveyors with the Nutritional Officer. To present ACF with different stake holders & community at Field Level.To be responsible for the organization and management of the vehicles and drivers during the survey.

**PERSONAL PROFILE**

Father’s Name : Sikander Ali (Late)

Family Name : Isran

s Date of Birth : April 4th 1975

C.N.I.C : 43203-1404106-1

Nationality : Pakistan

Religion : Islam

Marital Status : Married

Languages : English, Urdu & Sindhi - (Mother Tongue)

Read, Write & Speak : Good

Blood Group : AB+

**DEPLOYMENT**

***Cyclone PHET – June 2010 – District Thatta.***

**Field Visits of Costal Belts of District Thatta before the Disaster**.

* Rapid Assessment.
* Relief Distribution of Food Parcel & kitchen Utensils kits.
* Installation of tents for IDPs.
* Final Report Sent to Provincial Headquarter Sindh & NHQ – Islamabad.

***Pakistan Monsoon Super Flood***

***Relief Operation – 2010***

* Field Visits of TalukaShahdadkotTalukaQubooSaeedKhan,TalukaMiro Khan, TalukaWarrah&TalukaNasirabad of District Kamber-ShahdadKot.
* Installations of Tents at different Locations Of District Larkana and District KamberShahdadkot For IDPs.
* Daily Flood Situation Reports of TalukaQubooSaeed Khan, Shahdadkot, Mirokhan and Kambar sent to Provincial Headquarters.
* Coordination with DCO KambarShahdadkot and relevant line agencies Government Officials like Revenue Dept, Health Dept, Irrigation Dept, Civil Defense, NGOs, INGOs and Community Leaders.

**Relief Co-coordinator BENELUXE / DANISH REDCROSS**

**Compiling the detailed assessment and verification of beneficiaries in emergency**.

* **Relief Distribution of Non Food items**: (NFis) Kitchen Utensils sets, Hygiene Kits, Shelter kits, Water cooler, Blankets and Tarpaulin Sheets distributed in District KamberShahdadkotKot under the Supervision of Branch Secretary.
* **Emergency Relief Distribution of Food items**: (Fis) Wheat flour, Ghee, Sugar, Salt, Tea, Chick Peace, Lentils, Jute Bags and Rice distributed in District KamberShahdadkot under the supervision of Branch Secretary.
* **Relief Co-coordinator CANADIAN REDCROSS**
* Emergency Relief Distribution Of Non Food items: (NFis)

 Kitchen Utensils sets, Hygiene Kits, Shelter kits, Water cooler, Blankets and Tarpaulin

 Sheets distributed in District KamberShahdadkotKot under the Supervision of CRC.

* Relief Distribution of Food items: (Fis) Wheat flour, Ghee, Sugar, Salt, Tea, Chick Peace, Lentils, Jute Bags and Rice distributed under the supervision of Canadian Red Cross.
* **2ND ROUND RELIEF OPERATION 2011 (NFis&Fis)**
* **Integrated Recovery Assessment Program 2010.**
* **Sectors: Shelter, Health, WatSan/HP, Livelihood & DP/DRR.**
* Union Council GhajiKhuhawar
* Union Council QuboSaeed Khan Both U.C’s of District KamberShahdadkot @ Kamber

**Professional Trainings / Workshops Profile Attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Training** | **From** | **To** | **Location** | **Organized****By** |
| Impact of Disaster on Economic Resilience of Women study.  | 24th , February 2021 | 24th , February 2021 | Karachi | HANDS-Pakistan |
| Post Polio Campaign Monitoring – PCM | 15th,January 2020 | 17th,January 2020 | Hyderabad | Apex Consulting  |
| Conducting third party examination. | 18th,Febuary 2020 | 18th,Febuary 2020 | Hyderabad | Sukkur IBA University |
| SUCCESS Program - Midterm Review- **MTR** | 18th, January 2019 | 19th,January2019 | Hyderabad | Chip Training & Consulting  |
| Sindh community Smobilization programme- **Evaluation** | 22th ,September 2017 | 28th ,September 2017 | Islamabad | MSI-PAKISTAN |
| Strengthening of Routine Immunization in Sind**-EPI** | 22th ,January 2016 | 23rd, January 2016 | Hyderabad | USAID-MCH Programme |
| Early Grade Reading Assessment. **EGRA Midline Assessment.** | 5th,October2016 | 10thOctober2016 | Karachi | SRP-USAID |
| Monitoring, Evaluation & Reporting. **MER.** | 27thJanuary2015 | 29thJanuary,2015 | Islamabad | MSI-Pakistan |
| Improving Living of Adolescents in South Asia**Household Survey.** | 1st November2015 | 3rd November2015 | Karachi | NRSP |
| Early Grade Reading Assessment. **EGRA** **(Pakistan Reading Project)** | 20th April 2015 | 24thApril 2015 | Karachi | IRC- USAID |
| Pakistan Rural Household Panel Survey. **PRHS** | 14th November 2014 | 29th November2014 | Islamabad | IDS-Pakistan |
| Early Grade Reading Assessment. **EGRA (Sindh Reading Program)** |  25th August 2014 | 6th Sep 2014 | Karachi | MSI- USAID |
| Multi-Sectorial Initial Rapid Assessment-**MIRA** | 18THJuly.2012 | 18th July.2012 | Hyderabad | UNOCHA |
| I.T & Reporting  | 25th Feb.2011 | 26th Feb.2011 | Larkana | Danish Red Cross.  |
| National Disaster Response Training-NDRTComponents–Emergency Assessment, Relief Distribution, Logistic, Watson, PHiE,FSL, **(PSP & RFL)** | 15th May 2010 | 21st May 2010 | Islamabad | PRCS- NHQ with Support IFRC Pakistan Delegation.  |
| Community Leaders Islamic Orientation Work Shop  | 22th Feb. 2010 | 25th Feb.2010 | Karachi | International Islamic University Islamabad |
| Community Based Disaster Risk Reduction–**CB-DRR** | 31th Jan. 2010 | 3rd Feb. 2010 | Islamabad | Canadian Red Cross |
| **Youth & Volunteer** – Camp Training | 28TH Jan.2010 | 30thjan 2010 | Karachi | Pakistan Red Crescent Society Sindh |
| **Water & Sanitation Disaster Response Training ERU.****Wat-San/ HP** | 09th November 2009 | 16th November 2009 | Karachi | Spanish Red Cross |
| **First Aid**– **TOT** | 17th August 2009 | 21st August 2009 | Karachi | IFRC &ICRC  |
| **CBH & FA** – Community Based Health & First Aid.**(Resource Person)** | 20th May 2009 | 22nd May 2009 | KamberShahdadkot | Pakistan Red Crescent Society, Sindh |
| Vulnerability & Capacity Assessment Field Training- **VCA** | 27th April 2009 | 07th May 2009 | KamberShahdadkot | Pakistan Red Crescent Society, Sindh |
| CBH & FA – Community Based Health& First Aid. (Resource Person) | 06th March 2009 | 09th March 2009 | Larkana | Pakistan Red Crescent Society, Sindh |
| Branch Disaster Response Training- **BDRT** | 23rd Feb. 2009 | 28th Feb. 2009 | Karachi | PRCS with Support OF IFRC. |
| Youth & Volunteer – Camp Training | 26th Dec. 2008 | 29th Dec. 2008 | Karachi | Pakistan Red Crescent Society Sindh |
| CBFA Community Based First - TOT | 18th Aug. 2008 | 23rd Aug. 2008 | Karachi | Pakistan Red Crescent Society Sindh |
| Health –Transmission of Hepatitis & HIV-AIDS | 1st April, 2008 | 4th April, 2008 | Karachi | Amson Vaccine &PharmaPvt.ltd |
| Nutrition & Retrospective Mortality. **(Assessment)** | 25th May. 2008 | 28th May. 2008 | Larkana | Action Against Hunger – Pakistan. |
| Nutrition **(Assessment)** | 25th Oct. 2007 | 29th Oct. 2007 | Larkana | Action Against Hunger . |
| Ending Violence against Women**-EVAW** | 9th Nov. 2005 | 11th Nov. 2005 | Larkana | PirbhatWomens Development Society. |