#### Personal Profile Kifayat Ullah

**Address: Dir District Dir upper Village Rehankot Malakand Division KP Pakistan**

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| EXPERIENCE  |

16 years of intensive work experience at International and National Organizations. i.e. (UNDP, UNICEF/DECU, NCHD,, SSD. RID. ACTED, Creative/FSSP, PRIME Foundation, WHO, SIF International, Hashoo Foundation &   IRM, at different locations in Pakistan also participated in a three-day international workshop on MEAL management. Part-time working experience  as a district data TTSP with the World Health Organization at the Polio program

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| Key Strength/ Achievement :  |

Ability to work in a multi-disciplinary environment with good oral and written English language skills. I am fully conversant with many of the local cultures and have extensive knowledge of the region in term of environment, development issues, and socio-economic conditions. Having protection Knowledge and working with displaced communities having rich understanding of displacement issues flexibility and being ability to work in the field on a daily basis having close coordination with the community I also able to ensure  and achieve the task assigned by the Manager. Have a good Team Player also Command of Presentation and data management, good coordination, Mobilization, and communication  skills

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| Working Experience  |

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| Position | Data TTM | Duties & Responsibilities |
| Employee | WHO  | * Support PDA in data collection
* Data Analysis and presentation
* Compile daily Polio report and presented to DSO
* Collect data from TTM and compile report
* Daily issues and suggestion from filed level
* Fallow up the swap data and ensue sweep in the area where TVBMC reported
* Enrolled the DDM cards and reported to provincial office
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| Duration  | 2019 till today (Part Time)  |

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| Position | Qualitative Enumerator | Duties & Responsibilities |
| Employee | Palladium Pakistan  | * Arrange FGDs(Focus Group Discussions) and KII(Key informant interviews)
* Health Facility assessment through KOBO software
* Participation in Technical working group
* Participation Stakeholder inception meeting
* Conducting Survey on KP Climate change and Health Vulnerability Assessment (CHVA)
* Conduct document reviews and literature reviews to support projects and proposals
* Assist staff in the review, identification and development of scholarly information describing research findings
* Conduct various project management activities
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| Duration  | June 2024 For Twenty Days |

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| Position | District Monitor | Duties & Responsibilities |
| Employee | World Health Organization | * Timely conduct measles campaign readiness assessment at district level using WHO tool according to schedule individually or in coordination with district Polio Eradication Officer as advised
* Update the assessment tool findings as instructed
* Timely conduct measles campaign readiness assessment at UC level using WHO tool according to schedule individually or in coordination with PEI staff in as many UC as possible
* Assist DPEC and DHMT in assigning UC level PEI staff or other available eligible individual to conduct UC level periodic readiness assessment using WHO tool
* Compile UC level assessment findings in the District dashboard and present to the DPEC and DHMT for review and corrective action
* Share the filled district dashboard with provincial NPO/ TO-EPI and Measles Consultant on time
* Monitor quality of preparatory activities (trainings/orientations, management meetings,
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| Duration  | Dec 2023 Up To June 2024 |

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| Position:  | M&E Coordinator | Duties & Responsibilities |
| Employer: | Institute Of Rural Management | * Support in development of Project MEAL Plan and continuously tracking indicator and fallow-up and monitoring the project activities,
* Conduct need assessments, baseline, end-line and post distribution monitoring surveys in terms of forming data collection tools, sample size, training of data collection team. to ensure quality of dta  Ensure data quality and data consistency during data collection and data entry, manage        database and facilitate in data analysis. Conduct data audit of up to 10% sample of the field data collection as well as data entered into the database by project or data entry staff and generate data audit report and share with program Manager
* Assist supervisor/line manager in documentation/desk review for all the project and give feedbacks and ensure alignment to minimum standards.
* Extract and analyze firsthand information of the existing surveys carried out in program base and provide key findings to be incorporate in the need assessment section(s) of the proposals or concept notes.
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| Duration:  | March 2023 To November 2023 |

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| Position | M&E Officer | Duties & Responsibilities |
| Employee | Hashoo Foundation | Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.Develop baseline data for each project component and for all project indicators.Develop the overall framework, for project M&E, for example, mid-term project review, impact assessment, final evaluation, and develop project Performance Monitoring Plan with relevant data collection systems* Develop, implement and strengthen monitoring and evaluation procedures including process monitoring,
* project and partner staff.
* Compile millstone report on quarterly basis
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| Duration  | Sep 2022 .28th Feb 2023  |

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| Position | MEAL Officer | Duties & Responsibilities |
| Employee | Secours Islamique France (SIF)  | * Survey assessment :Conduct need assessments, baseline, end-line and post distribution monitoring surveys in terms of forming data collection tools, sample size, training of data collection team.
* Conduct Emergency need assessment, damage assessment in case of disaster, monthly situation analysis reports etc.
* Conduct interviews with line departments, conduct PRA exercise and administer questionnaires.
* Ensure data quality and data consistency during data collection and data entry, manage database and facilitate in data analysis. Conduct data audit of up to 5% sample of the field data collection as well as data entered into the database by project or data entry staff and generate data audit report and share with MEAL Manager.
* Develop first draft report of surveys (baseline & end-line and need and damage assessments).
* Developed Case studies and success stories on monthly basses.
* Assist supervisor/line manager in documentation/desk review for all the project and give feedbacks and ensure alignment to minimum standards.
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| Duration  | 15th Jan 2022 Aug 2022 |

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| Position | District Monitor  | Duties & Responsibilities |
| Employee | WHO | * Pre-Campaign Monitoring.:
* Monitor preparatory activities of campaign in respective district(s) using WHO developed tools and checklists. This monitoring includes. Microplanning (Preparation, Review and Field Validation).Trainings. Readiness Assessment at UC and District level
* 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 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
* Assist in post campaign monitoring
* Assist in monitoring of post campaign coverage survey monitoring
* Any other additional task assigned by the supervisor
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| Duration  | March 2021 up to Dec 2021 |

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| Position | Team Leader  | Duties & Responsibilities |
| Employee | PIPH  | * Coordinate with the local Administration Health department ,representative, line departments and local community for strengthening understanding and trust between health department and communities .
* Build local community forums of various types, e.g., elders, youth, educationists and teachers, businesspeople and traders, etc.
* Mobilize the local community for RI and ensures their incidence at health camps,
* Help formulate the SOPs, and norms for the various local community forums after proper consultation with the forum members.
* Build and maintain contact and local forum members database for sharing with all stakeholders.
* Arrange and organize interactive discussion events between the local administration and community/ community forums.
* Develop quarterly interactive sessions calendar, agendas, and venues for all stakeholder’s information.
* Reporting and record-keeping of every event and discussion forum organized. Convert the minutes and notes into a reporting template for knowledge management..
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| Duration  | October 2020 up to Jan 2021 |

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| Position | Reading Quality Associate | Duties & Responsibilities |
| Employee | IRC-PRP | * Facilitate in-service professional development activities in the UC/Tehsil/District that include face-to-face trainings, follow-ups and roll out of TIG activities.
* Support teachers in implementing newly learned concepts and skills through regular follow-up support visits to schools. Work in close collaboration with teachers, head teachers and concerned education officer(s) in preparing and implementing school/ union council/ tehsil based reading improvement plans and strategies
* ·Assist District Program Manager in managing administrative and logistic issue for a smooth implementation of program activities in the district.
* Assist District Program Manager in developing monthly cash projection against program activities, disbursement of project beneficiary allowances, district based procurement (as and where needed) and maintaining update financial and compliance records/matters. Assist District Program Manager in compiling monthly, quarterly and annual progress reports by providing updated and accurate information from field. In addition, collect and share success stories from the field to highlight impact of the program
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| Duration  | Feb 2018 up to March 2020 |

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| Position | Field monitoring Associate  | Duties & Responsibilities |
| Employee | IOM | * Field monitoring associate is responsible to provide support to Afghani community and specific activities within the registration centres, working closely with Commissionerate for Afghan Refugees (CAR) in assisting refugees through the documentation verification undertaken by NADRA.
* Ensure and maintain a registration process where refugees are welcomed, and that the verification process is undertaken in a calm and friendly environment with the help on MOR
* Providing special attention to those refugee individuals and families that require guidance and assurance. Special care is to be provided to the elderly, persons with disabilities, and guided them on registration process, documents required for registration of undocumented Afghani.
* Actively look out for and help to identify any PSNs or individuals that appear to require greater care and attention
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| Duration  | August 2017 to Jan 2018  |

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| Position | Team Leader  | Duties & Responsibilities |
| Employee | PRIME Institute of Public Health | * Team Leader is responsible to conducted coordination meeting with law in department as will as ensure and achieve his task assign by District Coordinator.
* Supervise and lead the development of area profiles and collection of data regarding the target groups.
* Orient the SMU regarding the main objectives, activities and components of the project and build their capacities in Introducing the same to the target community groups.
* Lead the Identification process of the local potential leaders, influential and decision makers/opinion makers in the working area and maintains good relationships with these community stakeholders directly as well as through the SMU.
* Adopt/constitute community representative groups as CBOs and encourage them for their representation and participation in the planning and decision making process during the course of project implementation.
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| Duration  | Jan2017 to July 2017 |

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| Position | Survey Coordinator | Duties & Responsibilities |
| Employee | PRIME Institute of Public Health | * Responsible for the planning and implementation of project activities monitoring on-going field activities on regular basis to ensure smooth implementation and quality services.
* Data management, editing, filing and reporting of Project Activities.
* Make development of the annual operational plan ,share monthly progress with EPI coordinator ,implementation of immunization plan at different UCs of the district.
* Monitor the implementation of immunization services delivery in fixed point also outreach and mobile camps Preparing micro-plans for routine immunization at UCs level Support the activities to improve the quality of immunization coverage and surveillance data. Coordinate the activities related to routine immunization with all stakeholders at all levels Support and coordinate district-level staff deployment and logistics for immunization activities,
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| Duration  | Aug 2015 to December 2016  |

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| Position | Community Development Expert  | Duties & Responsibilities |
| Employee | UNDP/RAHA | * Plan social mobilization activities in the context of the project frame-work and targets set in the annual work plan;
* Provide input in the development of terms of partnership to be signed with the communities for participation in the project activities, Initiate social mobilization process and facilitate the project communities to organize themselves in shape of community organizations (male and female)
* Provide support in setting up of community centers and its operations and management with the effective involvement of youth.
* Facilitate participatory planning and implementation process for identification of community infrastructure needs and construction of prioritized infrastructure; Initiate and support different sports and livelihoods activities on the basis of detailed assessments already carried out by the IPs; Support COs to build their capacities in CO 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
* Formation of Community Organization/Village Organizations in the project area at community level. integrating CO into Village Organization at Union Council level and further integrating VO at Tehsil/District Level into Local Support Organization.
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| Duration  | June 2014 to  June 2015  |

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| Position | SFS /Senior Field Supervisor  | Duties & Responsibilities |
| Employee | Creative Associate international | * Ensure Smooth Implementation of the Project activities ensure the efficient and effective implementation of Project activities like capacity building of POCs,
* Provide strategic and innovative solutions for building more efficient, coordinated, and reliable preparedness and response systems developed by Creative international. Facilitate the program’s activities of Creative (MDP) in the community level, ensure field visits for specific data collection and implementation of program activities at grant site, Share and mobilize the community according to the stander of USAID .Ensure and keep Coordinate with District Administration for smooth implementation of activities also keep coordination with local authorities, Like PHED,DC Officials, and international community members, other implementing actors and partners at the local level. Keep close coordination with Community leaders.(POCs) and share the Hotline number for compliances Maintain coordination and appropriate information sharing and communication lines with partners and stakeholders at the field level to avoid duplication and maximize synergies with POCs
* Regularly monitor project activities and provide timely inputs and feedback to the DDO &DO. Timely submission of daily and weekly Progress updates to the DDO
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| Duration  | April 2011 to February 2014  |

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| Position | Team Leader  | Duties & Responsibilities |
| Employee | ACTED (Agency for Technical Cooperation and Development ) | * To assist the Project coordinator to Lead and guide ACTEDs Projects and Projects. Ensure that planned activities are successfully implemented .In collaboration with the project team and coordination, determine the strategic direction of the Project in the short, medium and long-term and map out activities.
* To assist the Project Coordinator in Collaborating effectively with other project managers and the coordination team. Ensure that they are wholly involved in Project planning and direction.
* Collaborate with the Appraisal, Monitoring and Evaluation Unit (AMEU) to assess need, monitor activities, and evaluate Project progress. Ensure that lessons learned in the course of implementation are integrated into the Project to ensure that it remains responsive and relevant. Be alert to opportunities arising for learning, collaboration and partnership that may enhance Project quality and responsiveness.
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| Duration  | September 2010 to March 2011 |

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| Position | Senior Social Organizer | Duties & Responsibilities |
| Employee | UNICEF | * Formation of parent Teacher Association (PTC) and Volunteer network Forum (VNF).
* Provide Water environmental Sanitation facilities and C-To-C Approach implementation in GGPSs sponsored by UNICEF.
* Establishment of Community feeder School (CFS) and increase girl enrollment at primary level through PTCs and VNF to decrease dropout rate.
* Capacity building of PTCs, VNF, CCB, UC members, existing teachers, newly appointed CFSs teachers.
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| Duration  | Sep 2008 to June 2010 |

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| Position | Markaz Coordinator  | Duties & Responsibilities |
| Employee | National Commission For Human Development | * Establish good interpersonal relationships within the SST by helping people feel valued, appreciated, and included in discussions;
* Proactively build effective working relationships with District Education Officers, PTC/SC Members, CCSI members and civil society organizations.
* Facilitate participation of stakeholders in launch seminars and other events.
* Plan and actively facilitate establishment and capacity building of Teacher using Community Development methodology steps, Initial entry and Information gathering
* Organization of Community Assemblies
* Community engagement with school infrastructure activities.
* Community involvement in Implementation
* Facilitate the delivery of related training interventions on project related.
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| Duration  | January 2007 to Aug 2008 |

Resource person SRSP Dir Upper (1st October to 30th April 2012 )

Work as a recourse person at SRSP

Skill management training conducted at UC Level from SRSP.

 Being a trainer in SRSP at District Dir Upper

Provided the LMST,CMST Training at different UCs of Upper Dir .Work as a resource person (Trainer) to train COs VOs formed by SRSP under the supervision of HRDO of SRSP.

CMST three days Training under UNDP conducted by IMS

Academic Qualification

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| Degree title | Year | Discipline/Subject | Institution/Board |
| **M.Sc. Geography** | 2004-2006 | Geography | University of Peshawar |
| **MSc Economic** | 2010-2012 | Economic | SBBU Sharingal |
| B.Ed. | 2011-2012 | Education | SBBU Sharingal |
| B.Sc. | 2000-2002 | Zoology, Chemistry | University of Peshawar |
| Intermediate | 1998-2000 | Pre-Medical | Govt Degree Temargara(Lower Dir) |
| SSC | 1998-1996 | Science Subjects | District Council Public High School |
| Master in Public Health (MPH) | 2002-2004 | MPH | PIPH Peshawar(PMC) |

**References:**

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| --- | --- | --- | --- | --- | --- |
| S# | Name of References | Designation  | Organization  | Contact No | Emil  |
| 1 | Ishtaiq Hussain | District Program Manager | IRC-PRP | 03459508657 | ishtiaq.hussain53@yahoo.com |
| 2 | Muhammad Irshad | District Program Manager | Hashoo Foundation | 03459470552 | irshad.srsp@gmail.com |
| 3 | Irfan Ahmad | National Program Officer M&E | UN IOM | 03369908208 | irahmed@iom.int  |
| 4 | Shehryar Rashid | Monitoring and Evaluation Coordinator | UN IOM | 03458575991 | shrashid@iom.int |
| 5 | Abdul Qasim | Project Coordinator | IRM | 03009176277 | qasimabdul465@gmail.com  |