#### DSC01143 Personal Profile

Kifayat ullah

Current Address : Police Colony Near Nasar Bagh Board Peshawar ,

Permeant Address: Dir District Dir Malakand Division KP Pakistan

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Experience:

More than 14years intensive work experience in International and National Organization. i.e. (UNDP, UNICEF/DECU, NCHD,, SSD. RID. ACTED, Creative/FSSP , PRIME Foundation, District Monitor Measles WHO ,MEAL Officer SIF International , M&E Officer Hashoo Foundation & M&E Manager IRM, Dir Upper .

OBJECTIVE:

To see the right opportunity for a life long career in an organization .with encouraging and growth oriented environment for hard working and proving the wonders of one’s capabilities. To pursue career in a well reputed organization with a view to serve by utilizing all my abilities, to learn & improve my skills, to strive for career progression & achieve professional excellence, and value for the organization.. To become a part of a dynamic group where I could further explore the skill and capabilities that I gained in the whole academic career and to serve in a challenging work environment and to gain equally vast opportunities of career development based upon achievements and results.

Key strengths /Achievement

Ability to work in a multi disciplinary environment 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 the socio economic conditions.

Having protection Knowledge and work with displaced communities having rich understanding about displacement issue flexible and able to work in the field on a daily basis having closed coordination with community I also able to ensure and achieve the task assign by Manager.

**CAREER HISTORY**

# **Position: M&E Manager**

**Employer: Institute of Rural Management**

# **Duration: 1March 2023- to December 2023**

 Duties & Responsibilities

Implementing monitoring systems and designing monitoring tools.

,Developing data collection tools.

Monitoring project activities, outputs and progress towards anticipated results.

Working with data platforms, databases and select technologies to capture and organize data.

Take lead in the design and implementation of a monitoring framework to track delivery

Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement

# **Position: M&E Officer**

**Employer: Hashoo Foundation**

# **Duration: 12th Aug 2022 .28th Feb 2023**

Duties & Responsibilities

# 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

# . • Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.

#  • Participating in and providing support to project design activities including the development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)

#  • Developing a Monitoring and Evaluation plan. • Working with data platforms, databases, and select technologies to capture and organize data • Training field staff in monitoring and evaluation processes and providing ongoing coaching • Contributing to institutional learning processes and tracking best practices in monitoring and evaluation.

# • Implementing monitoring systems and designing monitoring tools.

# • Any other task that is assigned by organization

# **Position: MEAL Officer**

**Employer: World Food Programme (WFP) SIF international**

# **Duration: 15th January2022 Aug 2022**

**Duties & Responsibilities**

* To roll out and manage MEAL mechanism as per commitments.
* Verify the targeting (i.e., beneficiary registration and planned activities in in selected villages) as per WFP envisaged standards.
* Perform monitoring of ongoing activities and the training sessions imparted by SIF. Perform food distribution monitoring and the processes involved to mobilize beneficiaries at distribution point and also interview the participants and reported his feedback Receive and collate comments and feedback from Participants/ beneficiaries also support in identifying programmatic issues with a view to fostering efficient operations.
* Perform different types of assessments to document the benefits of WFP interventions on target communities Perform purposive monitoring visits to follow-up on critical issues surfaced through internal and external sources i.e., SIF mechanism and WFP beneficiary feedback mechanism .
* Overall, align field monitoring functions with the FFA implementation flow cycle.

# **Position: District Monitor MR**

**Employer: World Health Organization (WHO)**

# **Duration: August 2021 up to December 2021**

**Duties & Responsibilities**

1. 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
2. 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
3. Assist in post campaign monitoring
	* Assist in monitoring of post campaign coverage survey monitoring
4. Any other additional task assigned by the supervisor

# **Position: Team Leader**

**Employer: PRIME Institute of Public Health(PRIME Foundation)**

# **Duration: January 2021 up to March 2021**

Duties & Responsibilities

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..

Assist local administration with content development and community messaging.

Help with local research data collection, and making reporting to TVI

Develop monthly awareness sessions calendar and venues for all sessions.

Before health camp conduct Focus Group Discussions (FGDs) with the community on the WASH practices.

Arrange and organize sessions on WASH with the communities and disseminate messaging on WASH and COVID-19 fallow SOP of COVID-19

Develop success stories of the work done .

Planning and implementation of Project activities at U/C level .

groups

# **Position: District Focal Person**

# **Employer: IRC\_PRP)**

# **Duration: July 2020 up to August 2020**

Duties & Responsibilities

work under the supervision of technical Director teacher training .

Coordinate with line department  for smooth implementation of project activities .

Endorsement of official letter from department .

official Handing over of workbooks to district education officials and Ensure storage of books in already identified safe place and get the required MOVs signed and stamped from the concerned district education

Â Send all the supporting documents (hard and soft) including handing taking receipts and HR related complete forms to provincial focal person within two days after the completion of the delivery

Make final report submission to HO on Timely.

# **Position: Reading Quality Associate**

**Employer: IRC\_PRP)**

# **Duration: Feb 2018 up to March 2020**

Duties & Responsibilities

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.

# **Position: District Monitor (Measles SIA)**

**Employer: World Health Organization (WHO)**

# **Duration: November 2018 up Jan 2019**

Duties & Responsibilities

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.

# **Position: Field monitoring Associate**

**Employer: International Organization for Migration (IOM)**

# **Duration: August 2017 to Feb 2018**

Duties & Responsibilities

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

FMA may encourage the concerned refugee family and/or individual family members to provide fullest possible information regarding registration and mobilize the Afghani community regarding registration of undocumented Afghani.

 FMA responsible to keep liaise closely with CAR staff to ensure the timely identification of PSNs for any immediate support that they require during the registration of undocumented Afghani .

Provide interpretation and/or translation assistance as needed and in cases for which s/he has the required language competency.

 Prepare and submit a daily situation report to IOM head office or M&E coordinator

# **Position: Team Leader**

**Employer: PRIME Institute of Public Health**

# **Project: Mother and Child Care Program**

# **Duration: October2016 to May 2017**

# Duties & Responsibilities

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.

Initiate dialogue and discussion with the target Afghan Refugees, TDPs and vulnerable host communities and design ToRs in consultation with community representatives for assigning defined roles and responsibilities to achieve the project targets..

# **Position: Survey Coordinator**

**Employer: PRIME Institute of Public Health**

# **Project: Routine immunization /IPV**

# **Duration: Aug 2015 to Aug 2016**

Duties & Responsibilities/achievements:

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,

Ensure vaccine .Closed coordination with EPI coordinator to ensure vaccine for the Health camps. Timely delivery of vaccine to cold room and keep record of the vaccine also maintain the cold chine of vaccine reporting daily basis.

**Position: Community Development Expert**

**Employer: UNDP/RAHA**

# **Project: Sustainable Development in Refugee Affected and Hosting Areas**

# **Duration: 1st June 2014 Up to 11th June 2015**

Duties & Responsibilities

 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.

# **Position: SFS /Senior Field Supervisor**

**Employer: Creative Associate international**

# **Project: FSSP/ MDP**

# **Duration: 17th April 2011 to 28th February 2014**

**Duties & Responsibilities/achievements:**

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

Compile and maintain proper record keeping of Project activities and Grant ideas in hard files and soft database.

Ensure to compile data file of Grant agreement letter and make endorsement with line deferment

Ensure compilation of data from the field on a daily, monthly and periodic basis according with Grant agreement with POC

# Document success stories, case studies and other reporting documents as required by the DDO

# **Position: Team Leader(Project coordinator)**

**Employer: UNICEF**

## Project: ACTED Agency for Technical Cooperation and Development

# **Duration: 02 September 2010 Up to 30th August 2011**

Duties & Responsibilities/achievements:

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.

Be closely involved in Project

To assist the Project Coordinator developing and planning projects methodology according to principles of relevance and compliance;

Ensure that program strategies are implemented in a coherent manner in the field

Work closely with Project Coordinator to ensure proper supervision of field teams

Liaise with local communities, Authorities and organizations in the field

Provide weekly progress reports to Area Coordinator regarding progress of work

Coordinate closely with AMEU on data and information collected from the field

Liaise with program staff of other ACTED offices to ensure proper information sharing

# **Position: Master trainer/Focal person**

**Employer: Society for Sustainable development (SSD)/IP UNICEF**

 **Project WASH/UNICEF**

#  **Duration: 1st July2010 up to 30th Aug 2010**

Duties & Responsibilities/achievements:

 To coordinate With PHED department

Conducted the training on Health Hygiene

To Train the Valve Man and operator of PHED and TMA

 Monitoring of Hygiene Promoter

Conducting Monthly and weekly meeting

Arranging the Hygiene Days and Walk

Awareness in the community about the health Hygiene

Meeting with DCO,EDO Health, EDO education, and Executive Eng.,TMO

# **Position: Senior Social Organizer.**

**Employer: DECU/UNICEF.**

# **Project: UNICEF funded District Government Education Program Dir.**

# **Duration: 1st Sep 2008 to July 2010.**

Duties & Responsibilities/achievements:

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.

The SSO was responsible to organize various meetings at the school level and inform school staff about the objectives of the project. Mobilize the school head teacher to provide support to feeder school like in form of book, stationery etc., Will support WASH Coordinator to conduct school assessments  and implement the school wash activities and rehabilitation of wash room spicily in girls school activities to deliver outputs in time and with quality. Coordinate plan  and conduct various awareness raising activities related to school health hygiene, sanitation and waste management related activities Conduct various sessions to orient, sensitize and mainstream health, hygiene and sanitation concepts and practices for school teachers, parents and relevant stakeholders(PTC members )Support Communications team to design and deliver  project related training packages, educational leaflets and other Information communication material (IEC

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# **Position: Markaz Coordinator**

**Employer: National Commission For Human Development**

**Project : Education**

**Duration: 1st January 2007 to 30th September 2008**

**Duties & Responsibilities/achievements**:

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.

Provide coaching and mentoring to relevant Customer segments to support objectives. .

# **Position: CSP(campaign Support Person)**

**Employer: EPI Funded by WHO,UNICEF**

**Project: Health**

# **Duration: 6th December 2006 to 30th December 2006.**

**.Duties & Responsibilities/achievements**

Develop effective micro planes with clearly defined maps at Distt and Union Council level.

Proper selection of teams from the local area for the vaccination.

Locally appropriate planes for ensuring coverage of missed children.

To help and facilitate training for area In charge.

To mobilize the community about POLIO.

Monitor the campaign implementation, health facilities, fixed sites, teams and supervisors.

Reporting of proper completion of monitoring checklists of pre-campaign and post-campaign

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  |

**References:**

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| --- | --- | --- | --- | --- | --- |
| S# | Name of References | Designation  | Organization  | Contact No | Emil  |
| 1 | Ishtaiq Hussain | District Program Manager | IRC-PRP | 3459508657 | ishtiaq.hussain53@yahoo.com |
| 2 | Muhammad Irshad | District Program Manager | Hashoo Foundation | 3459470552 | mirshadequip@hashoofoundation.org |
| 3 | Irfan Ahmad | National Program Officer M&E | UN IOM | 3369908208 | irahmed@iom.int  |
| 4 | Shehryar Rashid | Monitoring and Evaluation Coordinator | UN IOM | 03458575991 | shrashid@iom.int |