



# MANSOOR ELAHI

## CONTACT ME

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## EDUCATION

2015

Master of Science  
Health Management & Economics  
Quaid-i-Azam University

2013

Bachelor of Business  
Administration  
The Superior College, Lahore

## SKILLS

- Monitoring and Evaluation
- Report Writing
- Verbal Communication
- Data Analysis
- Field management
- Coordination skills
- MS office
- Good organizational skills
- Empathy

## EXPERIENCE REFERENCE

Ali Tahir  
M&E

World Health Organization, Islamabad

+92 345 6861020

Mansoor Elahi is a dedicated and enthusiastic professional with over seven years of experience in the fields of monitoring, evaluation and research (survey). During these years, he has gained extensive experience in on-going field monitoring, qualitative and quantitative research, field teams training and deployments, information management, data analysis, report writing, logistic management, financial management and project coordination. He has the ability to manage projects that involve multiple partners, large teams and complex deliverables.

## TRAININGS

<i>Projects and Tranings</i>	<i>Designation</i>	<i>Organization/Clients</i>
<i>Lot Quality Assurance Sampling</i>	Zonal Trainer, Gujranwala	WHO
<i>Lot Quality Assurance Sampling</i>	Trainer/Field Manager	Riz Consulting/WHO
<i>Post-Polio Campaign Monitoring (PCM)</i>	Trainer/Field Manager	Riz Consulting /WHO
<i>Hepatitis Prevalence Survey</i>	Coordinator	Bureau of Statistics(BOS)/Chughtai Lab
<i>Women's Economic and Social Wellbeing (WESW)</i>	Transportation Coordinator	Punjab Commission of Status of Women (PCSW)/ BOS
<i>Wash - Sanitation Programme At Scale In Pakistan (SPSP)- Phase-II</i>	Associate	Unicef
<i>Wash - Sanitation Programme At Scale In Pakistan (SPSP)- Phase-II</i>	Assistant Provincial Coordinator	Unicef

## EXPERIENCE

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May, 2022- Dec, 2023



### Zonal Trainer, Gujranwala Lot Quality Assurance Sampling

- Execute trainings in accordance with the designed criteria and session plan.
- Supported by the Zonal Manager, responsible for the preparation of the materials and equipment for training event. Ensure that the required materials are available at the venue on time, including photocopied handouts, participant's kits, enumerators list, and mobile phones.
- Review of training contents before the start of the training session, and provide feedback to the training section.
- Ensure the quality of training in terms of preparation, delivery and effectiveness.
- Document lessons learned and best practices for curriculum development.
- Remain in coordination with Focal Person of University responsible to provide list of students who will perform field activities and monitor them in field.
- Deal with Focal Person who provides logistical aspect of the training, training venue to ensure the arrangements at least one day before training.
- Ensure the accurate recording of participant information and timely submission of attendance sheets / registration sheets (hard & soft copy).
- To ensure pre-field preparation for the monitoring activities including realistic field plans, availability of essential material, logistics arrangements, working devices, and formation of zonal coordination groups for timely dissemination of the instructions and information.
- To oversee and execute the field activities as per shared consolidated field work-plans through close coordination and comprehensive support including technical, administrative, and budgeting assistances.
- To ensure pre-field preparation for the monitoring activities including realistic field plans, availability of essential material, logistics arrangements, working devices, and formation of zonal coordination groups for timely dissemination of the instructions and information.
- To ensure timely provision of teams deliverable including data, cluster pictures, feedbacks, and true assessments against decided indicators.

Jan, 2020- Dec, 2021



**Master Trainer and Zonal Manager – Punjab and Sindh  
Lot Quality Assurance Sampling-WHO Pakistan**

- Design training material/manuals and conduct trainings in close coordination with APEX country office under project WHO-LQAS.
- Orient the concerned staff on project goal, objectives and target.
- To Organize and conduct LQAS Trainings at different zones in Punjab/Sindh.
- Assessment of participants during training and feedback to the Training
- Team of LQAS regarding amendments in the training material.
- Development of training material for additional training events if requested by client(s).
- Ensuring that effective logistical arrangements are in place before trainings.
- Close interaction and Feedback to the respective supervisor regarding the delivery of training focusing the following;
- Participants, their attendance and participation.
- Logistical arrangements done for the training.
- Methodology related aspects of the training.
- Data entry of pre-and post - tests as well as training evaluation forms.
- Finalizing the staff list and evaluation of staff for each LQAS on performance base.
- Supervise and coordinate with LQAS field monitors on regularly basis.
- Ensure the field monitoring is going on as per WHO-LQAS standards protocols.
- Ensure effective coordination with APEX country office RIZ Consultant and EOC concerned officials.
- Timely report to field manager regarding ongoing activities.
- Ensure the uploading of monitoring findings on ODK.
- Close coordination with National Field Manager, National Field
- Coordinator, National Finance Manager, National Logistic Manager and all Client

Jan, 2015- Dec, 2019



**Master Trainer and Zonal Manager – Punjab and Sindh  
Post – Polio Campaign monitoring – WHO Pakistan**

- Design training material/manuals and conduct trainings in close coordination with APEX country office under project WHO-PCM.
- Orient the concerned staff on project goal, objectives and target.
- To Organize and conduct PCM Trainings at different zones in Punjab/Sindh.
- Assessment of participants during training and feedback to the Training
- Team of PCM regarding amendments in the training material.

- Development of training material for additional training events if requested by client(s).
- Ensuring that effective logistical arrangements are in place before trainings.
- Close interaction and Feedback to the respective supervisor regarding the delivery of training focusing the following;
  - Participants, their attendance and participation.
  - Logistical arrangements done for the training.
  - Methodology related aspects of the training.
  - Data entry of pre-and post - tests as well as training evaluation forms.
  - Finalizing the staff list and evaluation of staff for each PCM on performance base.
  - Supervise and coordinate with PCM field monitors on regularly basis.
  - Ensure the field monitoring is going on as per WHO-PCM standards protocols.
  - Ensure effective coordination with APEX country office RIZ Consultant and EOC concerned officials.
  - Timely report to field manager regarding ongoing activities.
  - Ensure the uploading of monitoring findings on ODK.
  - Close coordination with National Field Manager, National Field Coordinator, National Finance Manager, National Logistic Manager and all Client

**April 2018- July, 2018**



**Coordinator – Gujranwala Division  
Hepatitis Prevalence Survey – BOS Punjab**

- Collaborated with the Bureau of Statistics to coordinate and facilitate the execution of the Hepatitis Prevalence Survey in Punjab.
- Oversaw the planning, scheduling, and implementation of survey activities, ensuring adherence to established protocols.
- Managed communication channels between various stakeholders, including Chughtai Lab and survey teams, to ensure smooth workflow.
- Compiled and analyzed survey data, providing comprehensive reports
- Coordinated training sessions for survey personnel, ensuring a standardized and high-quality data collection process.
- Facilitated seamless communication and cooperation between Chughtai Lab teams and survey teams, ensuring alignment with project goals.
- Monitored the logistics of sample collection, transportation, and analysis, maintaining the integrity of the survey process.
- Conducted regular assessments to guarantee the quality and accuracy of data collected by Chughtai Lab and APEX surveyors.

Aug 2018- Oct, 2018



**Transportation Coordinator – Punjab  
Women's Economic and Social Wellbeing (WESW) in Punjab**

- Efficiently manage and coordinate the transportation logistics for Women's Economic and Social Wellbeing programs in collaboration with the Bureau of Statistics.
- Monitor and optimize vehicle routes, ensuring timely and cost-effective transportation of resources.
- Implement strategies to minimize fuel consumption and maintain accurate records of fuel usage for financial analysis.
- Oversee financial aspects related to transportation, including budgeting, expense tracking, and reporting.
- Collaborate with relevant stakeholders to ensure compliance with regulatory requirements and safety standards.
- Analyze transportation data to identify areas for improvement and implement continuous process enhancements.
- Maintain effective communication with drivers and relevant teams to address any transportation issues promptly.
- Generate comprehensive reports on transportation metrics, financial expenses, and performance indicators.

Nov 2016- Oct, 2017



**Associate**

**Third Party Field Monitoring – UNICEF (Punjab)**

**Third Party Field Monitoring in KPK and FATA - (Education, Child protection, WASH, Health & Nutrition)**

- Coordination with APEX Provincial coordinators.
- Collect hard financial booklets and filing them.
- Ensure evidences and bills according to the soft financial booklets.
- Ensure proper systems for Project Documentation and Review process
- Identify potential risks in project related to the expenditures held of coordinators and other field staff.

Jan 2015- Oct, 2016



**Assistant Provincial Coordinator**

**WASH - Sanitation Program at Scale in Pakistan (SPSP) PHED  
Punjab – UNICEF Pakistan**

- Technical, programmatic and administrative support for the Provincial coordinator APEX consulting Pakistan.
- Hired, trained and supervised teams of field monitoring staff.

- Coordinated monthly meetings and conference calls, including the hiring of catering services and arrangement of meeting venue regarding the progress of the Programme.
- Assist with field Monitoring team and oversee all interventions of IP staff of
- WASH projects such as health surveys, hygiene promotion campaigns, PATS Approach, CLTS, Pre-Triggering, Triggering, post Triggering, SLTS in School, Hygiene Session in Community, Linkages between CRP's and WASH committees; Follow up for Action Agree, Mobilization of IP's work, soak pits, Community latrines, Demo Latrines, water filtration and solid waste management.
- Systematic planning of monitoring, Data Collection, Processing, Entry, Verification and Cleaning then making reports and
- shared by up line management weekly and monthly basis
- Participation in monthly review meeting with UNICEF & PHED Partners of UNICEF Punjab, also make presentation of last month achievements/issues in the field and the proper debriefing/suggestions to IPs for effective project deliverables.

## PERSONAL SKILLS

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### Languages

- |                            |           |
|----------------------------|-----------|
| 1- Punjabi (Mother Tongue) |           |
| 2- Urdu                    | Excellent |
| 3- English                 | Excellent |

### Computer Skills

- 1 Good command of office suite (MS Word, MS Excel, MS Power Point)
- 2 Good command of photo editing software

### Hobby

- Book Reading