


01. BRIEF PROFILE			
<p>Arbab Ghulam Qadir is an Agri. Economist and a community development professional with variety of over 16 years working experience. Currently, the main focus of services revolves around leading baseline survey and end of project evaluations. The working experience includes local as well as abroad in Saudi Arabia, Kuwait, UAE and Bahrain.</p>			
<p><u>Certified UNDSS Professional</u></p> <ul style="list-style-type: none"> • <u>UNDSS Course on Basic Security in the Field II (BSITF II)</u> - Validity – From Nov 2014 to Oct 2017 • <u>UNDSS - Course on Advance Security in Field (ASITF)</u> - Validity – From Nov 2014 to Oct 2017 			
02. INTEREST AREAS			
<ul style="list-style-type: none"> • End / Mid Term Project Review/Evaluations • Project Communications and Coordination's • Baseline / endline Surveys • Focus Group Discussions & Key Informant Interviews 			
03. BIO DATA			
Name	Ghulam Qadir Arbab		
Address	House No. 10, Zeeshan Town, Near Babu Kabari, Mirpurkhas, Sindh		
Date of Birth	July 06, 1970		
Nationality	Pakistani		
NTN Number	1317469-0		
Passport #	AC4420982 – Expiry Date – November 11, 2019		
Mobile	0092 – 302-5237326		
Email	gqarbab@gmail.com		
Education	<ul style="list-style-type: none"> • Continuing Ph.D in Economics, Sindh University, Jamshoro (3 years programme from 2014 to 2017) • M. Sc. Agri. Economics [Second Position] – 1995 – Sind Agriculture University, Tando Jam • B. Sc. Agri. Economics [First Position and Gold Medal Award] – 1994–SAU, Tando Jam 		
03. LANGUAGES & DEGREE OF PROFICIENCY			
Language	Proficiency		
	Read	Write	Speak
1. English	A	A	A
2. Sindhi	A	A	A
3. Urdu	A	A	A
4. Balochi	-	-	B
5. Siraikee	-	-	C
6. Punjabi	-	-	A
7. Dhatkee (mother Tongue)*	-	-	A

A=Excellent, B=Good, C=Fair

*. The language is spoken only and widely spoken in district Tharparkar and other desert areas of Sindh

05. COUNTRIES OF WORK EXPERIENCE

Pakistan, Saudi Arabia, Bahrain, Kuwait and UAE.

1.	From July 27 to date	
Project	Conducting Social Assessment – Sindh Agricultural Growth Project”, Planning, Development & Special Initiative Department, Government of Sindh	
Task Nature	The social assessment study involves community consultation in 09 districts of Sindh including Hyderabad, Tando Allahyar, Tando Muhammad Khan, Badin, Mirpurkhhas, Tharparkar, Larkana and Khairpur with focus on rice, chilies, onion, date crops and dairy farms and submit social risks with introduction of new technology and mitigation plan.	
Designation:	Field Team Leader	
Project Owner	This was a project of MDC, Hyderabad on behalf of Sindh Agriculture Growth Project, Government of Sindh	
Responsibilities	The job responsibilities includes: <ul style="list-style-type: none">• To review the project documents for understanding and accomplishment of the assignment• To assist in designing research instruments (quantitative and qualitative), pretesting and data analysis• To assist in designing training manual and conducting training of field staff• To prepare work plans for the field teams• To monitor and supervise field teams and verify filled instruments• To review data collected by field teams and provide technical assistance to them when required• To conduct Focus Group Discussions with relevant participants• To review and provide feedback on comments on the report by the client	

2.	From July 08 to July 10, 2015	
Project	Developing sustainable livelihood of rural women through business and technical skills	
Task Nature	Conduct awareness sessions on promoting gender equality in rural areas of Sindh, with particular focus on involving men in strengthening women’s economic rights	
Designation:	Consultant Livelihood	
Project Owner	This was a project of Bhandar Sangat and funding Agency Troaciare	
Responsibilities	The job responsibilities includes: <ul style="list-style-type: none">• Prepare a methodological plan for each awareness session with clear	

	<p>and specific objectives and methods to be used which must be approved by BhS (consultations with Trocaire are encouraged)</p> <ul style="list-style-type: none"> • Conduct awareness sessions at villages • Prepare and submit a brief report of each session to BhS and participate in a debriefing session in order to incorporate lessons learnt.
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3.	From March 05, 2015 to May 25, 2015	
Project	Baseline Survey in Project Intervention Areas of District Jacobabad and Shikarpur Sindh Province	
Task Nature	Conduct Baseline survey with a team of 12 field workers including 550 household interviews, 8 FGDs and 16 Key Informant Interviews in district Jacobabad and Shikarpur	
Designation:	Team Leader / Consultant	
Project Owner	This was a project of MDC, Hyderabad on behalf of HelpAge International	
Responsibilities	<p>The job responsibilities includes:</p> <ul style="list-style-type: none"> • Review the project docs, progress reports and develop and finalize the field instruments including household survey, FGDs and KIIs. • Hire field team and provide them training on the field tools. • Prepare field plan in consultation with client (HAI) management team. • Coordinate with MDC management and HAI management team and work as main point of contact for MDC and HAI • Supervise all field works and conduct FGDs and KIIS with key stakeholders in both districts. • Analyze gathered secondary and primary data. • Coordinate with the client on regular basis. • Supervise data entry and cleaning process and generate results from the data collected. • Write baseline survey report in collaboration with other consultant team in MDC. 	

4.	From January 20, 2015 to Feb 10, 2015	
Project	1. Active Citizen Program (ACP) End Project Evaluation – Youth Survey 2015 2. DOSTI Project End Project Evaluation – Youth Survey 2015	
Task Nature	<ul style="list-style-type: none"> • ACP Project - Funded by British Council UK, the Active Citizens programme links civil society, community leaders and networks of young people and organizations in Pakistan, the UK and other countries. The evaluation survey was conducted at 7 locations simultaneously i.e. Karachi, Thatta, Mirpurkhas, Sukkur, Khairpur and 2 locations in Hyderabad. • DOSTI Project - Funded by British Council, DOSTI Project aims to create a 	

	difference by breaking social barriers and promoting community cohesion by making sports an integral part of the social life of youth in Karachi. The Evaluation survey involved field visits by the evaluation teams at 5 different locations in the Karachi.
Designation:	Provincial Coordinator, Sindh
Owner	This was a project of SEBCON, Islamabad
Responsibilities	The job responsibilities includes: <ul style="list-style-type: none"> • Hire a team of professionals to conduct the survey • Participate in training of the team. • Prepare the field plan and ensure its timely completion. • Manage the teams at different stations virtually through mobile phone and collect the field data forms from the teams. • Check all completed questionnaires received from the field in order to ensure good quality work.

5.	From November 12, 2014 to December 06, 2014
Project	Mid Term Evaluation, “Joint MFS-II- End of Project Evaluation of Development interventions at Country level - Pakistan”
Task Nature	The project was implemented in outskirts areas of Multan in 38 schools and covered the issue of awareness creation on SRHR through LSBE techniques.
Designation:	Field Team Coordinator
Project Owner	This is a project of Management & Development Centre, Hyderabad
Responsibilities	The job responsibilities includes: <ul style="list-style-type: none"> • Hire a team of professionals to conduct the study • Coordinate entire evaluation project with MDC internal team, IDS Studies, and MetaMeta. • Preparing field Work Plan • Review the translation of Tools in Urdu • Conduct 3 days’ Training of Field team. • Pre-testing of Field Instruments and share the results with Client • Preparation and Execution and monitoring of field plan • 100% verification of data collected in the field • Supervise and monitor data entry of the study

6.	From September 17, 2014 to Jan 10, 2015
Project	End of Project Evaluation, “Village Development Through Water & Sanitation to Reduce Health Hazards in District Badin”
Task Nature	The project was implemented in UC Seerani of Taluka and District Badin covering around 1000 households (HHs) with approximate 7000 male, female and children as direct indirect beneficiaries. The main objective of the proposed project was to cover

	40 villages through provision of drinking water and sanitation to reduce health hazards for 7000 male, female and children in Badin District in one year.
Designation:	Lead Consultant
Project Owner	This was a project of Management & Development Foundation (MDF), Hyderabad
Responsibilities	<p>To work as Lead Consultant with main responsibility for following tasks:</p> <ul style="list-style-type: none"> • Review the concept papers, progress reports and financial implication for each intervention. • Develop and finalize the field instruments (questionnaires / checklist) to evaluate the interventions. • Visit all interventions at site and conduct the field survey. • Analyze gathered secondary and primary data. • Coordinate with the client on regular basis. • Identify gaps and weak areas of the interventions and suggest remedial actions.

7.	From August 25 to September 15, 2014
Project	End of Project Evaluation - The Impact of Food Security in the Changing Climate Project - 2014
Task Nature	<p>Lok Sanjh implemented a project “Food Security in the Changing Climate” in South Punjab in collaboration with Oxfam Novib to help small farmers overcome the challenges of unpredictable and rapidly changing climatic conditions adversely affecting the food production systems. The South Punjab area is facing the serious challenges of changing climatic conditions like sudden changes in temperature, erratic rains and expansion in summer season which are contributing to lower the crop yields and increase cost of production. The project covered the techniques of Organic Agriculture with specific objectives of:</p> <ul style="list-style-type: none"> • Promotion of Low Carbon Climate Efficient Ecological Agriculture for ensuring village food security and influencing National policies through Advocacy, Awareness and Campaigns • Strengthening efforts to increase women’s access to productive resources, skill training, and new technologies for economic development • Introduce climate efficient cropping patterns.
Designation:	Team Leader
Project Owner	This was a project of MDC, Hyderabad in partnership with IDS, UK (www.ids.ac.uk) & MetaMeta (www.metameta.nl) on behalf of Oxfam Novib.
Responsibilities	The evaluation involved management of a Team of 12 enumerators (male & female) and 2 Quality Control Supervisors plus conducting Focus Group

	<p>Discussions in 12 villages with the community. The field Team involved conducting household survey in 40 villages with total interviews of 600 households. The job responsibilities include:</p> <ul style="list-style-type: none"> • Hire a team of professionals to conduct the study • Coordinate entire evaluation project with MDC internal team, IDS Studies, and MetaMeta. • Preparing field Work Plan • Review the translation of Tools in Urdu • Conduct 3 days' Training of Field team. • Pre-testing of Field Instruments and share the results with Client • Preparation and Execution and monitoring of field plan • 100% verification of data collected in the field • Supervise and monitor data entry of the study
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8.	From June 13, 2014 to August 20, 2014
Project	Thar Coal Project Property Assessment Study
Task Nature	Conduct a baseline survey of asset evaluation in Thar Coal Project areas and some other areas for resettlement of people from Coal Project Area. The current evaluation will serve as a baseline of existing price trends and actual compensation will be calculated by the developer at the required time after adjustments with inflation. The items such land (residential, commercial and agricultural), construction cost of physical structures and financial credit will included in the asset evaluation.
Designation:	Lead Consultant
Project Owner	This was a project of MDC, Hyderabad on behalf of MMP Pakistan
Responsibilities	<p>The key objective of the evaluation is to provide an accurate profile of the status of the price trends of different assets in the settlement and resettlement areas. The job responsibilities include:</p> <ul style="list-style-type: none"> • Hire a team of professionals to conduct the study • conduct meetings with key stakeholders including rural community in settlement and resettlement areas • Conduct detailed interview of officials from Revenue Department, Property Agents, agriculture department, education and works department, roads department and building and works department, Sub Registrar office, agricultural commodities trader, fuel wood trader etc. • Coordinate with Client as focal person on each step of the evaluation • Supervise the data entry process and analyse the data collected from the field • Write report on the findings of the field data collected

9.	From April 05, 2014 to May 30, 2014	
	Project	Third Party School Application Verification Survey for Phase 4
	Task Nature	Sindh Education Foundation decided to establish 607 schools under the program of PPRS. Third Party Validation Survey in 6 districts i.e. Umerkot, Tharparkar, Sanghar, Shaheed Benazirabad, Larkana and Khairpur. The Objective of survey was "To verify the provided information by the applicants of PPRS Phase IV. In total, the field teams were assigned target of validating 6,031 applications in 6 districts.
	Designation:	Provincial Project Coordinator
	Project Owner	This was a project of MDC, Hyderabad on behalf of Sind Education Foundation, Karachi
	Responsibilities	<p>Work as Project Coordinator for validation survey in 6 districts. In total, a field team of 300 persons including District Coordinators, Quality Assurance Supervisors and Field Enumerators in each district. The job responsibilities included:</p> <ul style="list-style-type: none"> • Plan and coordinate with client and field team throughout the validation survey in 6 districts • Hire the field team for six districts • Provide extensive training to the field team on field instruments • Prepare field plan for each district in consultation with management of MDC and SEF • Monitor the performance of field team on daily basis • Ensure timely completion of survey, resolve data cleaning and proper record keeping during the field

10.	From February 15, 2014 to March 26, 2014	
	Project	UNICEF Sanitation Program At Scale In Pakistan (SPSP-R)
	Task Nature	KAP Survey in three districts of Sindh i.e. Jacobabad, Kashmore and Shikarpur and in two districts in Baluchistan i.e. Jafarabad and Naseerabad.
	Designation:	Provincial Field Team Leader Sindh & Baluchistan
	Project Owner	This was a project of AAN Associates, Islamabad on behalf of UNICEF
	Responsibilities	<p>Work as Provincial Field Team Leader Sindh & Baluchistan. In total, a field team of 50 is working under my direct supervision including one Supervisor and 8 field enumerators (4 male & 4 females) in each district. The job responsibilities includes:</p>

	<ul style="list-style-type: none"> • Coordinate with local partners of the project, field team, and different stakeholders in the project and AAN management team in Islamabad in order to ensure that all field activities go smooth and are result oriented • Hire the field team for five districts • Provide extensive training to the field team on field instruments • Prepare field plan for each district in consultation with local partners of the donor • Monitor the performance of field team on daily basis • Ensure timely completion of survey, resolve data cleaning and proper record keeping during the field • Conduct IDIs and FGDs with relevant stakeholders in selected districts by AAN Management
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11.	From November 25, 2013 to February 14, 2014	
Project	Year 3 Evaluation DFID-PPA Funded-Empowering Adolescent Girls Through Education	
Task Nature	In Pakistan, the project is focusing on promoting gender equality and empower youth specially girls through access to lower secondary education and information on adolescent girls and boys sexual reproductive health and rights (ASRHR). It is being implemented in two districts in Muzafargarh and Thatta.	
Designation:	Field Team Leader	
Project Owner	This is a project of MDC (Management Training Center) Hyderabad on behalf of Merlin, Islamabad.	
Responsibilities	<p>The job responsibilities includes:</p> <ul style="list-style-type: none"> • Coordinate entire evaluation project with internal team, Plan Pakistan, Plan Partners (IPs) in Thatta and Muzafargarh, and International Consultants in UK. • Support in preparation of Work Plan • Review the translation of Tools in Sindhi and Urdu • Support in Data Entry of Translated Tool • Ensure 100% Participation in 3-Day Training by Global Consultant at Hyderabad • Organize One Day Orientation for Field /Staff and Implementing Partners (IPs) of Plan International in Thatta and Muzafargarh • Pre-testing of Field Instruments and share the results with Client • Survey of Targeted Areas in Thatta and Muzafargarh • Conduct Focus Group Discussions and KIIs in Thatta and Muzafargarh • Preparation and Execution and monitoring of field plan • 100% verification of data collected in the field 	

	<ul style="list-style-type: none"> Supervise and monitor data entry of the study
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12.	From November 15, 2013 to December 15, 2013	
Project	Formative Research for Designing BCC Framework / Strategy in District Thatta, Sindh Province	
Task Nature	Merlin is starting Food Security Thematic Programme with the funding of EC which aims to address malnourishment in 49 targeted UCs of district Thatta. The research study involved field survey with a team of 7 field researchers. The study involved survey of 49 UCs of district Thatta, interviews with key stakeholders, and focus group discussions with community.	
Designation:	Baseline Survey Coordinator	
Project Owner	This is a project of MDC (Management Training Center) Hyderabad on behalf of Merlin, Islamabad.	
Responsibilities	<p>The job responsibilities includes:</p> <ul style="list-style-type: none"> Preparation of field tools, inception report, field plan Hire field team and provide them extensive training Manage whole survey including data collection, conducting FGDs and logistic and accommodation arrangements Manage whole survey team and coordinate with internal MDC team and merlin from start to end of baseline survey and report approval Prepare data analysis tabulation plan Supervise data entry process and work with data management expert for data analysis of the results Collaborate with nutrition expert in report writing of the baseline survey Participate in final presentation of results of baseline survey to the client 	

13.	From August 20, 2013 to October 15, 2013	
Project	Research Study on Low Cost Private Schools	
Task Nature	The research is aimed at developing an understanding of the Low Cost Private Schools (LCPS) model in Pakistan in order to determine what financial, human resource and policy inputs LCPS entrepreneurs require in order to set up and maintain operations at a low cost private schools. The research is being conducted in five cities of Sindh province including Karachi, Hyderabad, Mirpurkhas, Khairpur and Sukkur.	
Designation:	Provincial Supervisor (Sindh)	
Project Owner	This was a project of Socio-economic & Business Consultants (SEBCON), Islamabad on behalf of UK Aid	
Responsibilities	The main job responsibility was to supervise team of enumerators for the	

	<p>study in five cities of Sindh province including Karachi, Hyderabad, Mirpurkhas, Khairpur and Sukkur. Other job responsibilities included:</p> <ul style="list-style-type: none"> • Hiring field team of enumerators for five cities • Provide virtual training to the enumerators on how to make list of the potential schools to be visited for detailed interview in next phase of the research study. • To coordinate with sebcon and enumerators and resolve any field related issue. • To train the field team for detailed interview with the selected schools • To ensure quality of data collected through field monitoring visits and regular cross checking the completed questionnaires.
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14.	From July 08, 2013 to July 31, 2013
Project	Baseline Survey on Trócaire Livelihood Project
Task Nature	To prepare the field tools and lead the survey team in 4 districts i.e. Dadu, Sanghar, Mirpurkhas and Umerkot with 8 partners of Trócaire including PDI, PILER, BHS, RDF, PFF, IRC, RWF and GRDO.
Designation:	Field Survey Team Leader
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Trócaire, Islamabad
Responsibilities	<p>The job responsibilities included:</p> <ul style="list-style-type: none"> • Field Instruments (Household Questionnaire, KII, FGD Tools) development. • Prepare field visit plan and coordinate with entire team during the field activities. • Hiring a team of enumerators and supervisors to conduct field research activities. • Supervise entire field activities including household survey, focus group discussions and key informant interviews in each of the selected districts. • Monitor the field progress in each district. • Ensure quality checks on the data collected. • Hire data entry operators and assist in data cleaning process. • Handover the cleaned data to MDC for analysis and report writing. • Share field observations/suggestions for main report on the study.

15.	From April 07 to August 08, 2013	
Project	Third Party Validation of Basic Education Community Schools (BECS) Project – Sindh Province	
Task Nature	TPV involved field survey in all 23 districts of the Sindh province. The survey was conducted for 30 days by a team of around 75 field enumerators	
Designation:	Provincial Survey Team Leader	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Ministry of Education & Training, Islamabad	
Responsibilities	<p>The job responsibilities included:</p> <ul style="list-style-type: none"> • To prepare field Tools/instruments • To coordinate with client throughout the study. • Provide training to the field enumerators • Monitor field activities virtually and physically to ensure quality work • To supervise the quality check work in the MDC office • To supervise data entry and cleaning process • To analyze data and write the report of the TPV and submit to the client for approval 	

16.	From 22 April to April 30, 2013	
Project	PEFSA-III - End of Project Evaluation	
Task Nature	To conduct focus group discussion with project beneficiaries in 6 districts (Badin, Mirpurkhas, Tando Allahyar, Tando Muhammad Khan, Sanghar and Umerkot) for project performance and relevance etc.	
Designation:	FGD Specialist	
Project Owner	This was a project of Socio-economic & Business Consultants (SEBCON), Islamabad on behalf of pefsa-III	
Responsibilities	The job responsibilities included to coordinate with PEFSA-III partners for the field activities and conduct FGDs and share the notes/observations with senior consultant.	

17.	From March 27 to April 13, 2013	
Project	Evaluation of the Early Recovery Programme	
Task Nature	End Term Evaluation in district Dadu and Jamshoro. Four local IPs of Trócaire i.e. IRC, RDF, PFF, and SPARC were evaluated through FGDs and KIIs.	
Designation:	Field Coordinator / Evaluator	
Project Owner	This was a project of AAN Associates, Islamabad on behalf of Trocaire	
Responsibilities	<p>The job responsibilities included:</p> <ul style="list-style-type: none"> • To coordinate all field related activities with four Trociare's IPs (RDF, 	

	<p>PFF, IRC & SPARC)</p> <ul style="list-style-type: none"> • Conduct FGDs with the community and submit field notes to the senior consultant • Conduct KIIs with relevant stakeholders and submit reports to the senior consultant • To assess the achievements of the Early Recovery Programme against planned programme objectives • To assess the quality and effectiveness of the design, monitoring and management of the Early Recovery programme • To submit field observations/notes in relation to their performance and effectiveness during the project implementation.
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18.	From February 11 to March 20, 2013
Project	Baseline - Scoping Study on Livelihoods of elderly headed households in Sindh Province
Task Nature	Research Study
Designation:	Field Coordinator
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of HelpAge International, Pakistan
Responsibilities	<p>The main objective of the study was to provide an in-depth understanding of livelihoods of elderly headed households in districts Shikarpur, Jacobabad, Thatta, Badin and Hyderabad rural and urban districts in Sindh Province, Pakistan. The job responsibilities included:</p> <ul style="list-style-type: none"> • Field Instruments (Household Questionnaire, KII, FGD Tools) development. • Prepare field visit plan and coordinate with entire team during the field activities. • Hiring a team of 20 enumerators and supervisors to conduct field research activities. • Supervise entire field research activities including household survey Of 271 households, 2 focus group discussions and 5 key informant interviews in each of the selected districts. • Monitor the field progress in each district. • Ensure quality checks on the data collected. • Hire data entry operators and assist in data cleaning process. • Handover the cleaned data to MDC for analysis and report writing. • Share field observations/suggestions for main report on the study.

19.	From January 03, 2012 to February 22, 2013	
Project	Improving Living Conditions for Coastal Farmers in a Changing Environment, Thatta District, Sindh Province, Pakistan	
Task Nature	Project End line Survey and evaluation	
Designation:	Field Coordinator	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of ACF International	
Responsibilities	<p>To work as Field Coordinator and Associate Consultant of the evaluation. The main job responsibilities included:</p> <ul style="list-style-type: none"> • To measure and analyze the variation in the value of the indicators defined in the framework of the program to evaluate the situation of the targeted population in terms of food security and livelihoods. • To conduct a household survey among beneficiaries non beneficiaries in the target areas to gather information that will allow the team to measure the FSL indicators • To conduct interviews with key informants (KII) and focus groups discussions (FGD) to understand the dynamics, processes and facts (internal and external to the program) that influenced the FSL situation in the targeted area and may explain the current values of the indicators selected. • To compare the results of the baseline and the end-line and highlight factors -internal and external to the project itself - that might have contributed to the evolution of the indicators. • Data analysis and preparation of the report • Debriefing and presentation of preliminary findings in-country on the basis of the draft report • Finalization of the report on the basis of Field, HQ and ACF-UK Feedback 	

20.	From November 15, 2012 to December 15, 2012	
Project	End of Project Evaluation - KAP Survey on Wash Project in Sindh and Baluchistan.	
Task Nature	KAP Survey	
Designation:	Field Coordinator	
Project Owner	This was a project of AAN Associates, Islamabad on behalf of UNICEF/Plan Pakistan	
Responsibilities	Work as Regional Coordinator Sindh & Baluchistan. Out of seven districts in Sindh & Baluchistan, three districts Jacobabad, Qamber from Sindh and	

	<p>district Jafarabad from Baluchistan were selected for KAP survey. The field team under supervision included two supervisors, and 20 field enumerators, FGD moderators and data entry operators. The job responsibilities includes:</p> <ul style="list-style-type: none"> • Hire the field team for three districts. • Participate in training of the field team. • Prepare field plan for each district. • Monitor the performance of field team on daily basis. • Ensure timely completion of survey, resolve data cleaning and proper record keeping during the field. • Conduct IDIs and FGDs with relevant stakeholders in the district.
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21.	From September 18, 2012 to November 10, 2012
Project	Baseline Survey of Municipal Services and Poverty Assessment in Central Sindh Cities
Task Nature	Baseline Survey
Designation:	Field Coordinator
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Sindh City Improvement Programme (SCIP) – Funded by ADB
Responsibilities	<p>The baseline survey was conducted in 6 towns i.e. Mirpurkhas, Tando Allahyar, Umerkot, Tando Adam, Sanghar and Shehdadpur with questionnaires for 980 households and 100 non-residential respondents in each of the town.</p> <p>Worked as Team Leader for the Field Team of 40, including 30 Field Enumerators, 5 Data Entry Operators, and 5 Quality Check Supervisors. The job responsibilities included:</p> <ul style="list-style-type: none"> • Coordinate with internal team of MDC as well as external team (client) throughout the project cycle. • Participate in orientation workshop to carry out the study. • Prepare field plan and selection of survey sites in each town • Provide Training on questionnaires to Field Supervisors and Field Enumerators • Randomly monitor the performance of field enumerators on daily basis in the field • Monitor the overall performance of data entry operators and quality check supervisors by cross checking their work accomplished • Guide the Field Team in Data Collection, Data Entry, Data Validation • Ensure timely completion of survey, resolve data cleaning and proper record keeping during the field.

22.	From June 12, 2012 to July 30, 2012	
Project	Mid Term Evaluation (MTE) – Improving the Lives of the Children in Cotton Growing Districts of Pakistan (IKEA – Save the Children).	
Task Nature	Mid Term Evaluation of the Project Starting from 2009 to 2013	
Designation:	Field Coordinator	
Project Owner	This was a project of AAN Associates, Islamabad on behalf of Save The Children, Islamabad	
Responsibilities	<p>Worked as Team Leader for the Field Team at District Sanghar. The Field Team included 10 supporting staff (enumerators, data entry operators, FGD note takers). Other responsibilities included working as Consultant with other consultants' team on the MTE. The job roles were:</p> <ul style="list-style-type: none"> • Attend briefing/debriefing meeting with Save The Children IKEA project staff at Islamabad • Review of project documents, preparation of fieldwork + evaluation • Conduct 16 Focus Group Discussions with several stakeholders/beneficiaries of the project • Conduct key informant interviews from 7 district officers of different departments including interview with DCO, the Chairman of the project's District Steering Committee • Selection and orientation of field enumerators, data entry operators • Management of all issues related to field tasks • Cross checking of data collected by enumerators • Work in collaboration with other consultants for the final report write-up • Report write-up for two components i.e. education and economic empowerment • Work with consultants to finalize the report based on feedback of SCI. 	

23.	From My 13, 2012 to May 25, 2012	
Project	End of Project Evaluation of WaterAid's Flood Relief Project in Sindh – 2011-12 in four districts Tharparkar, Badin, Umerkot and Mirpurkhas	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of WaterAid	
Task Nature	End of Project evaluation	
Responsibilities	<ul style="list-style-type: none"> • Review the existing data and information from M&E team. • Support evaluation team in write-up and finalization of final report. 	

24.	From February 09, 2012 to April 30, 2012	
Project	Improving Living Conditions for Coastal Farmers in a Changing Environment, Thatta District, Sindh Province, Pakistan	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of ACF International	
Designation:	Field Coordinator	
Task Nature	Mid Term Project evaluation	
Responsibilities	<p>To work as Associate Consultant with Consult of the project and mainly responsible for all following tasks:</p> <ul style="list-style-type: none"> • Review of documents, preparation of fieldwork + evaluation • Conduct 10 FGDs and KIIs with project beneficiaries • Collection of secondary information • Data analysis and preparation of the draft report, common editing of the report with • Debriefing and presentation of preliminary findings in-country on the basis of the draft report • Finalization of the report on the basis of Field, HQ and ACF-UK Feedback 	

25.	From October 10, 2011 to February 03, 2012	
Project	End of Project Evaluation of Livelihood Development Plan Project	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Indus for All Programme – WWF-Pakistan	
Designation:	Field Coordinator	
Task Nature	End of Project evaluation on completion of first 5 years' phase of livelihood plan at 4 sites of Keenjhar, Chotiari, Pai Forest, and Keti Bunder. Almost 5 to 6 different types of livelihood interventions done at all sites will be evaluated.	
Responsibilities	<p>To work as Associate Consultant with Consult of the project and mainly responsible for all following tasks:</p> <ul style="list-style-type: none"> • Review the concept papers, progress reports and financial implication for each intervention. • Develop and finalize the field instruments (questionnaires / checklist) to evaluate the interventions. • Analyze gathered secondary and primary data. • Coordinate with the client on regular basis. • Identify gaps and weak areas of the interventions and suggest remedial actions. • Compile and provide report on the interventions performance. • Prepare and submit 15 case studies and Presentation of the findings to the client. 	

26.	From December 03, 2011 to February 05, 2012	
Project	Drainage Master Plan – Phase-II Stakeholders Consultative workshops	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Louis Berger Inc. Consultants for Sind Water Sector Improvement Project (WSIP)	
Task Nature	Conducting consultative workshops and coordinating with client Louis Berger as well as internal team and reporting entire project consultations and preparing final reports for the client.	
Responsibilities	<p>The main job responsibilities included to:</p> <ul style="list-style-type: none"> • Coordinate with internal team as well as client management on project progress • Conduct the consultative workshops in Sukkur, Mirpurkhas, Badin and Hyderabad and prepare the proceedings report of the workshop. • Participate in the national Workshop in Karachi and prepare workshop proceedings reports • Prepare final report of entire Phase-II progress 	

27.	From December 11, 2011 to March 15, 2012	
Project	Community Consultation on Voluntary Guidelines for sustainable Small Scale Fisheries	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Pakistan Fisherfolk Forum (PFF)	
Task Nature	Facilitate in Conducting Consultative workshops and preparing reports to be submitted to FAO for Voluntary Guidelines on sustainable fishing	
Responsibilities	<p>Tasks included:</p> <ul style="list-style-type: none"> • Attend regional workshops at Sukkur, Hyderabad, Karachi and Gawadar and prepare workshop reports. • Attend 3 days' national consultative workshop at Karachi and prepare workshop proceeding report. • Submit a final synthesized report to be submitted to FAO for policy on small scale fisheries. 	

28.	May 25 to June 08, 2011	
Project	Survey Of Wholesale Milk Market in Hyderabad, Matli and Karachi	
Project Owner	Kaihatsu Management Consulting, Inc. (KMC), Japan in collaboration with Japan International Cooperate Agency (JICA). The KMC team is based in Hyderabad, Sind	
Task Nature	Conducting field surveys as team leader in three milk wholesale markets	

Responsibilities	<p>The main job responsibilities include:</p> <ul style="list-style-type: none"> • To conduct field survey of 03 milk wholesale markets in Hyderabad, Matli and Lea Market Karachi • To supervise the survey team and guide them to ensure proper completion of the task • To submit final report of the survey with recommendations
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29.	From April 06, 2011 May 22, 2011	
Project Owner	Management & Development Centre, Hyderabad	
Project	Study on “Situation Analysis on Gender Disparity in Teaching Force in Sindh Province”.	
Task Nature	Workshop report writing and conducting detailed interview with stakeholders	
Responsibilities	<ul style="list-style-type: none"> • To participate in district level workshops cum focus group discussions and prepare detailed report on the proceedings. • To facilitate the focus group discussions to different groups. • To conduct detailed interview of the stakeholders on the issue of gender disparity. 	

30.	From December 09, 2010 to January 22, 2011	
Project Owner	Kaihatsu Management Consulting, Inc. (KMC), Japan in collaboration with Japan International Cooperate Agency (JICA). The KMC team is based in Hyderabad, Sind	
Project	Master Plan Study on Value Chain in Livestock, Meat and Dairy in Sindh	
Task Nature	Conducting field surveys in 9 districts for the Master Plan Study on Livestock, Meat and Dairy Development in Sindh Province	
Responsibilities	<p>The main job responsibilities include:</p> <ul style="list-style-type: none"> • To conduct field survey of 09 districts and data collection on livestock and dairy status in selected villages of each district, livestock markets, and meat & milk shops • To supervise the survey by another filed surveyor for 13 districts of Sindh • To support the analyst to write the final report of the survey on value chain study 	

31.	From Nov 09, 2010 to December 15, 2010	
Project Owner	This was a project of MDC (Management Training Center) Hyderabad on behalf of Louis Berger Inc. Consultants for Sind Water Sector Improvement Project (WSIP)	
Project	Drainage Master Plan – Community Consultative workshops & Focus Group Discussions	

Task Nature	Conducting community consultative workshops in 7 districts on left bank of River Indus. Coordinating with client Louis Berger as well as internal team and reporting entire project consultations and preparing final reports for the client.
Responsibilities	<p>The main job responsibilities included:</p> <ul style="list-style-type: none"> • To coordinate with internal team as well as client management on project progress • Conduct stakeholders workshops in 7 district head cities i.e. Umerkot, Sanghar, Nawabshah, Nau Shero feroze, Khairpur, Ghotki and Thatta • Prepare final reports of the stakeholders workshops (7) and 52 focus group discussions

06. FULL TIME EMPLOYMENT	
2	From May 01, 2006 to December 08, 2009
Employer	Axem Events Management, Jeddah, Saudi Arabia – website: www.axemevents.com
Company Profile	A specialized events marketing & management company, providing expert and creative advice throughout all types of events' sponsorship, management, & operations.
Position	Event Coordinator
Responsibilities	<p>The main job responsibilities included:</p> <ul style="list-style-type: none"> • Plan, coordinate and monitor all event coordination related activities • Identify and build strong relationships with event partners, suppliers and participants • Provide post-event evaluations with recommendations for future actions
3	From 01 Nov 2002 to 15 Feb 2006
Employer	Smart Business Solutions
Company Profile	A UAE based company with development office in Karachi, Pakistan is providing web development solutions, web hosting, domain registration, business guides, and corporate company contact lists.
Position	Branch Manager
Responsibilities	<p>The main job responsibilities included:</p> <ul style="list-style-type: none"> • To manage and coordinate all international as well as local projects. • Manage Development Team and effectively coordinated project development process with clients and developers that also brought in a number of repeat clients.
4	From 10 Oct 1996 to 05 Oct 2002
Employer	Federal Bank for Co-operatives, Islamabad, Pakistan
Company Profile	Federal Bank for Co-operatives was an apex development institution providing small loans mainly to provincial cooperative institutions. [The Bank was closed in October 2002 due to Federal Government's downsizing policy].
Position	Officer Grade - II
Responsibilities	<p>The main job responsibilities included:</p> <ul style="list-style-type: none"> • Coordination & communication for Bank's Board of Director's meetings and ensuring implementation of Board's decisions by active follow-up. • Assisting Managing Director in his research work and National Finance Commission in creating automated database for provincial financial figures.

07. REFERENCES

Local - Pakistan

1	Name	Dr. Yameen Memon
	Designation	Chief Executive, MDC
	Country	Hyderabad, Sindh, Pakistan
	Contact	0092-3009376995
	Email	yameenmemon@yahoo.com
2	Name	Nadeem Haider
	Designation	Managing Director, AAN Associates, Consultancy Firm
	Country	Pakistan
	Contact	0092 333 5439003
	Email	nadeem.haider@aanassociates.com

International

1	Name	Madam Dragica Veselinovic (International Consultant)
	Designation	Sociologist
	Working in Country	Maldova & Armenia
	Email	dragica.ves@gmail.com
2	Name	Madam Gwendolyn Heaner (International Consultant)
	Designation	Managing Director – GK Consulting
	Working in Country	Boston, United States of America
	Email	gheaner@g-k-consulting.com

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