

LUQMAN AHMED

19-A, Askari 4, National Park Road, Rawalpindi Cantt.
Phone 0092 (51) 5519440, 0322-5318058, 0321-5174471

Email: azarluqman@yahoo.co.uk, ahmed.luqman@gmail.com, Skype: azarluqman

SKILL PROFILE

Professionally trained in proposal development, research, programme evaluation, baseline surveys, midterm assessment and final evaluation, project development and management.

- Demonstrated skills in managing development projects, resource mobilization from variety of donors, carrying out strategic planning and programme evaluation activities.
- Contribution to developing proposals for bilateral donors, INGOs, corporate sector and Civil Society Organizations.
- Strong interpersonal and communication skills with cross-cultural awareness.
- Valuable experience of project monitoring and evaluation in the areas of Education, Child Rights, DRR, Gender and Rights and Livelihood.
- Considerable experience of Community consultation and capacity building.
- Hands on experience of working in multi-cultural environment.
- Proven ability to coordinate with International exams boards, using online programmes and techniques.
- Demonstrated skills in education planning, teaching and training through conventional and non conventional means like virtual learning techniques.
- Knowledge and experience of public and private sector institutions and programmes with an understanding of policies and institutional arrangements essential to achieve sustainable development.

RESEARCH AND EVALUATION

Consultancies & Projects

Sectoral experience:

*Education
Child Rights
DRR, Emergency Relief
and Early Recovery
Livelihood and Value Chain
Youth Empowerment
Gender and Rights*

Sector: Girls education, gender, primary education, quality education

End line Evaluation of the
Support to Primary
Education Program for
Save the Children

Lead consultant for the project of Support to Primary Education in Battagram, Khyber Pakhtunkhwa province, implemented by Save the Children and funded by Canadian International Development Agency (CIDA), the team comprising the educational specialist and the gender specialist (May-June 2011).

Project evaluation of
Capacity Building on Child
Rights for Plan Pakistan

Sector: Child Rights and Child Protection

Lead consultant for the project of **Capacity Building on Child Rights** in connection with SNO **SIDA** with **Plan Pakistan** in Chakwal, Vehari and Islamabad Capital Territory, with Plan partner communities and children as **right holders** and district line departments as **duty bearers** (December 2010)

Sector: DRR, Rapid Assessment, Emergency Relief and Early Recovery

Plan International's
Livelihood strategy for early
recovery

Worked as consultant to support **Plan International's** livelihood strategy on early recovery and toward building consortium of 3 INGOs, **Plan, World Vision** and **Muslim Aid** for the early recovery phase of the humanitarian disaster of

floods.

Compiled rapid assessment report for Plan Pakistan based on assessment data collected in District Layyah and Rajanpur in Punjab and Districts Khairpur and Thatta in Sindh.

Supported the consortium agencies, and the Plan lead focal point to develop the concept note on livelihood intervention based proposal (February 2011)

Proposal development for ECHO Emergency Fund for Pakistan

Worked as part of consultants team for **Plan International**, as a lead partner and the three consortium partners, **Health Net TPO**, **Muslim Aid** and **American Refugee Committee (ARC)**, to develop proposal for **Emergency Relief to Flood Affected Population** in Punjab, Sindh and Baluchistan for **European Commission's Humanitarian Office (ECHO)**, under the **ECHO Emergency Fund** for Pakistan. (November 2010)

Sector: Gender and Rights

Manual developing on GBV for Action Aid

Coauthored and developed manuals and booklets for resource persons, teachers, community, parents, CBOs to educate children about **gender-based violence**, and a booklet for children with activities and illustrations to make them understand the difference between positive and negative social norms, for Action Aid Pakistan (October - November 2010)

Sector: Education

Endline evaluation of the Partnership for the Recovery and Development of Allai (PRDA) Program with Save the Children, US.

Worked as Education Specialist as part of a team of consultants in Education, Water supply and Sanitation and Environment and Livelihood sectors, for the **Endline evaluation** for the **Recovery and Development** of Allai (PRDA) Program with **Save the Children, US** (Implementation period 2007-2010). September - October 2010, in District Batagram, Khyber Pakhtunkhwa Province.

Sector: Livelihood and Value Chain

End of project evaluation for "Improved Dairy Practices for Small Holder Farmers" in South Punjab with Oxfam GB

Worked as a consultant for conducting the **End of project Evaluation** of **Oxfam GB's sustainable livelihood** project "Improved Dairy Practices for Small Holder Farmers" in the project areas of Districts Muzaffargarh and Layyah, South Punjab, with Oxfam GB. Doaba Foundation is the implementing partner in the project.

Sector: Youth Empowerment

Project Evaluation for Empowering Youth for Peace and Development (EYPAD)

Did a **project evaluation** for **Plan International** in the project districts of Vehari, Chakwal and Islamabad Capital Territory, implemented through the project staff as well as the service providers.

Sector: Education

Sub-sector: Girls Education: Primary and Elementary

End of project Research for Oxfam GB/Soroptimist International project

Did an end of project research of "Helping Girls to Schools", a project by Oxfam GB/Soroptimist International in District Rajanpur and Muzaffargarh.

Mid term review consultancy for Oxfam GB/Dubai Cares

Conducted a **mid-term review** of the project enhancing girls education in remote areas of Pakistan in 4 project districts in South Punjab, for **Oxfam GB/Dubai cares**, implemented through ITA,

Consultancy work with Japan International Cooperation Agency (JICA)

Conducted a **basic study** on basic education in Sindh, for **Japan International Cooperation Agency (JICA)**, to give preliminary assessment of "upgrading primary rural girls schools into elementary schools in rural Sindh", a project proposed by the education and literacy department of Government of Sindh

along with the International consultant.

Sector: Livelihood and Value Chain

Consultancy work with Oxfam GB & Doaba Foundation

Worked as a consultant for conducting the **Baseline study of Oxfam GB's sustainable livelihood** project "Improved Dairy Practices for Small Holder Farmers" in the project areas of Districts Muzaffargarh and Layyah, South Punjab. Doaba Foundation is the implementing partner in the project, with Oxfam GB, includes assessment of land ownership and livestock holding pattern, employment potential in livestock, degree of dependence on livestock, and demographic features of target direct and indirect beneficiaries, with the focus women living in the project vicinity. Further assessed type, nature and degree of impacts of the proposed project interventions, and the role of cooperative and community organization (Oct-Nov2009).

Sector: Education

Sub-sector: Developing IEC material

Conceptualization and Development of IEC & Information Communication Material

Translation and Urdu Interpretation of **Education Rights Pack**, resource material in connection with **Global Campaign for Education for Education** practitioners, activists and managers, for ActionAid, Pakistan (June - August 2010)

Detail: Developing posters for the communities, and regional offices of Action Aid in English, Urdu and Sindhi languages, with illustration work, in connection with **Emergency response Communication material**, for Action Aid Pakistan (September 2010)

Sub-sector: Communication Material

Developed Communication material on Global Monitoring Framework with the focus on rights based approach for the communities, and regional offices of ActionAid in English, Urdu and Sindhi languages, with illustration work for ActionAid, Pakistan (October 2010)

Developed booklets featuring success stories of ActionAid Pakistan, with illustrations in English, Urdu and Sindhi languages for ActionAid Pakistan (October 2010)

Research, Consultation & Trainings

Consultation and information sharing on Literacy and Non-formal education

Consultation and Information Sharing on **Literacy, Non-formal Basic Education and Community Learning Center Approach** on May 4, 2004 organized by UNESCO, attended by EFA wing, NCHD, EDO Literacy, Ministry of Education and other NGOs (May 04, 2004)

Civil society representative in Legislative governance in Pakistan project by US Aid

Consultative process with Civil Society Organization as part of **Strengthening National & Provincial Legislative Governance in Pakistan** (Civic Action Group) conducted by (Pakistan Legislative Strengthening Consortium in collaboration with The Researchers, implementing partners (May 26, 2004).

Representation in Asia Pacific Programme for Education and Adult Literacy by UNESCO

Presented the case study of TMF - **Non formal Education in Pakistan: Issues in Resource development and Capacity Building** conducted by UNESCO. (2004)

National Consultation on Human Rights and Conflict Resolution education by CIDA

Joined the National Consultation Session organized by Idara-e-Taleem O Agehi in collaboration with Canadian International Institute of Applied Negotiation, Canadian Bureau for International Education, CIDA, on **Citizenship Human Rights and Conflict Resolution Education: Advancing Policy and Implementation** (August 23-24, 2004)

Training on Gender Issues

Conducted **sessions on Gender sensitivity** with the students at Shifa College of Nursing, Islamabad (2004)

Stake holders dialogue on Policy for Private Schools by CEC

Participated in the stake holders' dialogue on the **policy for Private schools** in Islamabad organized by the Civic Education Center, Islamabad (Sept. 27, 2004)

Participation in the Finalization of Literacy Modules in Adult literacy by UNESCO & NCHD.

Assisted in **finalization of training materials for literacy professionals, teachers and managers** in the 6-day **national consultation workshop of literacy experts** conducted by the national commission for human development (NCHD) in collaboration with UNESCO to review the **adult literacy modules** prepared for literacy personnel (Nov. 5 to Nov. 10, 2004).

RESOURCE MOBILIZATION

Educate Pakistan, Shifa International Hospital, Islamabad - Pakistan
(August 2002 - December 2004)

Worked in the capacity of **Resource Development Manager**, the job included liaison development with the stake holders, coordination with the Government, semi-Government, Community Based Organizations, Civil Society Organizations in the **Education field**, community and donor agencies including EC, CIDA, DFID, and developing various programs like resource center and Forum and advocacy and awareness campaign for the general public.

Developed media themes, campaign themes for the **promotion of literacy and education in Pakistan**, Assisted in the copy writing for the newspaper ads for the organization. Developed **Sponsor a Child's education programme**, also did the **monitoring and evaluation of the non formal education and formal education projects**. The job also included identifying and drafting proposals of new projects to the donor agencies, sector analysis and organizing conferences, seminars and workshops. Established liaison between the private sector organizations, multinationals and local business ventures with various projects.

Term evaluation of the project "**Hundred percent Literacy Initiative in Tehsil Pind Dadan**", over-viewing a network of 100 Non-formal Schools, in collaboration with **Punjab Education Foundation**.

Initiated the project "**Opening up of 15 Non-formal schools**, for period of three years with the focus on **girl child's education** in tehsil Pind Dadan Khan.

Developed a pilot project "Opening up of 10 Non-formal schools" in Rawalpindi district in collaboration with Bhandara Foundation, as part of **corporate social responsibility (CSR)**.

Monitoring & evaluation of **30 Non-formal schools** by TMF in Rawalpindi and Islamabad Capital Territory, with the financial support of **Pakistan Literacy Commission**.

Designed **advocacy campaign** in collaboration with Education for All (**EFA Wing**), **Ministry of Education & UNESCO, Education for All Week** (19-25 April, 2004) as part of **Global Campaign for Education**, with UN Agencies, national governments, and civil society.

Designed and implemented the project "**School Health Program**" for the **400 children** of Non-formal schools children in the Islamabad Capital Territory (ICT), in may 2004 in collaboration with **Shifa Foundation** and **Pakistan Red Crescent Society (PRCS)**. The programme also included workshops on first aid, community health and personal hygiene training for **45 female teachers** of Non-formal community schools in ICT.

EDUCATION MANAGEMENT

Syrian Virtual University (SVU), Ministry of Higher Education, Damascus

Responsible to tutor the **Higher National Diploma** course by the **University of London** Edexcel at SVU, using the **virtual web tool** Linktivity, using such controls as Co-browsing with the remote students, voice chat, recording the

(2006-2009)

sessions, application and desktop sharing. Tutored courses such as Global market place with special emphasis on global markets, international trade and the impact of internet on the market.

Pakistan International School of Damascus, Damascus - Syria

(March 15, 2005 to August 09, 2009)

Joined Pakistan International School of Damascus (PISOD) on March 15, 2005 in Damascus on Expatriate contract, as **Coordinator for University of Cambridge International Exams** at the School. The job included liaison with University of Cambridge International Examination syndicate and Coordination with the Customer Support Team at University of Cambridge International Exams and the MENA Office. Later as I was also responsible for the Exams management at the Centre.

Administered the **online teachers training courses**. I have also the hands on experience in running and administering the Cameo and CIE Exchange Programmes and **CIE Teachers Weblink** on behalf of the Centre. Worked in close association with the British Council, Damascus to plan and run teachers training courses.

Responsible for teaching Business Studies, Economics and **Development Studies at Senior School** to the **IGCSE students**. Also remained on **editorial board** for number of **School publications**, responsible for drafting and publishing policy manuals like hand books for students and parents, the School yearbook, prospectus and other periodicals.

Higher Education Commission (HEC), Islamabad - Pakistan

(December 15, 2004 to March 14, 2005)

Joined The Higher Education Commission (HEC) as **Programme Coordinator** in BPS 19 in the project of “**Establishing the Social Sciences & Research Council of Pakistan**”, includes the coordination with all the relevant HEC divisions & departments, public sector institutions, research organizations, media and other relevant government departments, to manage the resource allocated in the PC 1, and to administer as per deliverables in the project, such as liaison with the Social Science Research Council, Social Science & Humanities Committee and DDWP for establishing a social science secretariat, library, arrange for scholarships, **National & International Linkage programs**, etc.

Chand Bagh School, Lahore - Pakistan

(September 1999 to July 2002)

The job included initial planning for a **resource centre** setup, occasional assignment to teach classes at O & A levels and participation in multidimensional boarding school routine, through various tasks. Also responsible for the maintaining discipline and tutorials of studies for the boys in a boarding house routine.

Preston University, Peshawar - Pakistan

(August 1998-May 1999)

Taught **Management Science**, preliminary and advanced level courses to business and other graduates at **Bachelors and Masters** levels, some of the courses include International Management, Marketing of Services, Communication in Management, Advertising and Strategic Management. I was also in charge of the Students' Welfare Council in the varsity.

ADVOCACY, MEDIA & MARKETING

Network for News and Analysis (ACRON), Islamabad - Pakistan

(February 1997 - July 1998)

Worked as consultant in the ACRON, which has now repositioned itself as consumer rights protection agency, consultancy in monthly **information bulletin**, and responsible for editing of working papers, **planning of an organization for consumer rights in Pakistan**, liaison with other **research centers** and report writing.

TeleCard Limited, Islamabad - Pakistan

(October 1994 - January 1997)

Worked in the capacity of Marketing Executive, Supervised a crew of sales and marketing personnel, Activity chart and route planning, Break ups and sales analysis report, Incentives and Perks, Hiring and Firing of staff, sales promotion campaigns, market surveys of Advertisements, Analysis of the potential market-North Sector, Situation Analysis, Developed market plan and presentation for the annual marketing conference.

RESEARCH STUDIES & EVALUATION REPORTS

Plan International
ActionAid Pakistan
Save the Children, US
Oxfam GB

- Ahmed, Luqman, "Final evaluation report, Capacity Building on Child Rights", Plan International. December 2010
- Ahmed, Luqman, et al, "Rapid assessment report, District Thatta, Sindh", Plan International. January 2011
- Sadaf Raza, Ahmed, Luqman, et al, "Success stories of ActionAid Pakistan"(versions: English, Urdu and Sindhi), ActionAid Pakistan, October 2010
- Ahmed, Luqman & Raza, Sadaf, Resource persons manual on Gender-based violence, ActionAid Pakistan. Nov. 2010
- Ahmed, Luqman & Raza, Sadaf, Handbook for children on Gender-based violence, ActionAid Pakistan. Nov. 2010
- Ahmed, Luqman, et al, "Endline evaluation report for the Recovery and Development of Allai (PRDA) Program", Save the Children, US. October 2010
- Ahmed, Luqman, et al, Translation and Urdu Interpretation of Education Rights Pack, in connection with Global Campaign for Education for Education, ActionAid, Pakistan, August 2010
- Ahmed, Luqman, End of project Evaluation Report of sustainable livelihood project "Improved Dairy Practices for Small Holder Farmers", Oxfam GB. March 2010
- Ahmed, Luqman, Project evaluation report of EYPAD project, Plan International, March 2010
- Ahmed, Luqman, End of project research report, "Helping Girls to Schools", Oxfam GB, February 2010.
- Ahmed, Luqman, Mid-term review Report, "Enhancing girls education in remote areas of Pakistan", Oxfam GB, January 2010
- Takahashi, Minako & Ahmed, Luqman, basic study on basic education in Sindh, Japan International Cooperation Agency (JICA), December 2009
- Ahmed, Luqman, Baseline study, "Sustainable livelihood project Improved Dairy Practices for Small Holder Farmers, Oxfam GB, Oct 2009

TRAININGS AND WORKSHOPS ATTENDED

United National Volunteers CIVICUS & IAVE, Damascus, Syria	Represented the Pakistan International School in the workshop organized by the Junior Chamber International of Syria in collaboration with United Nations Volunteers and other international organizations working to promote volunteerism in education, on June 25, 2005, Participated in the rally organized by JCI for special children and children with special needs with the focus on volunteerism, on December 11 & 12, 2005.
Course on Proposal Writing	Completed course on fund raising & proposal writing for NGOs from Sustainable Development Policy Institute (SDPI), Islamabad from 21st to 23rd January 2003.
E course on project proposal writing	One months' e-course on Writing project Proposal from October 25, 2003 to December 6, 2003 from Lead Pakistan, which served as useful tool for peer learning & development.
Workshop on Resource Mobilization	Participated in a workshop on Resource Mobilization from Businesses on December 16 & 17, 2003 by NGORC, the project of Aga Khan Foundation.
Teachers training course by the British Council, Damascus	Completed a 5 day teacher training course on class room management, and techniques, as part of Certificate of Professional Development by the British Council, Damascus from 21-25 August 2005.
Examination Officers	This two day interactive training workshop focused on how to use CAMEO, the

Training by the University of Cambridge International Exams, Dubai 23-24 Feb 2006	University of Cambridge International Exams Software for the exam data management through CIE Direct, the official University of Cambridge International Exams Webpage for the transfer of Exams data in secured format.
Qatar Foundation for education, science and community development Doha, Qatar March 21-23, 2007	Participated in the Education City Counselors program in the Education city, Doha hosted by Qatar Foundation and its five branch campuses of Virginia Commonwealth University, Weill Cornell Medical College, Texas A & M University, Carnegie Mellon University and Georgetown University of Foreign service .
Conference on Conducting Orientation sessions on Sexual harassment	Attended a national conference on "Conducting Orientation Sessions on Sexual Harassment" in Islamabad organized by the Action Aid in collaboration with the Canadian International Development Agency on March 4 & March 5, 2004 by the Alliance against the Sexual Harassment. The workshop was about introducing and adopting the code of conduct for gender justice at the workplace.
Media Consultancy	Consultancy work in Khyber Mail International, Peshawar, responsible for liaison with media, Government agencies, Government and Non-Government organizations (July - August 1999)
Art capsule	Anchored various Art Programmes like the ones presented by Indu & Tehrema Mitha's Bharat Nattiyam troupe in Islamabad and Lahore
Participation in Workshop on CBMs	Participated in a workshop organized by CDS, an International organization consisting of Pakistani, Chinese and Indian Experts on South Asia, on Confidence Building Measures in South Asia (1994)
Authorship	Pen name Azar (Azar Luqman), and have authored a poetry book in Urdu language "Tum Sae Kehna Hae", P 114, ISBN 969-35-1140-9, published by Sang-e-Meel Publications, Lahore in June 2000.

EDUCATIONAL BACKGROUND

Quaid-i-Azam University, Islamabad (1992-1994)	Did Masters in Public Administration. Specialized, Course work included Research Method and Report Writing, Marketing Research, International Marketing, Management Analysis, Organizational Theory, Personnel Management and Management for Public Enterprises.
Punjab University (1991)	Did Bachelors of Science with the subjects of Pure & Applied Mathematics and Physics.

PERSONAL SKETCH

ID Card No, 61101-8732137-1, Domicile, Jhang, Punjab, Pakistan
Date of Birth, July 17, 1970
Qualification, Masters in Public Administration
Marital Status, Married
Fluent in English, Urdu and Punjabi/Seraiki; also some working knowledge of Arabic
Computer literacy, Microsoft Windows professional tools
Foreign work experience, 4 1/2 years in Damascus, Syrian Arab Republic.
Overall experience, 15 years
Communication tools, can utilize the best communication strategy as per the situation
Self evaluation, Good learner, result oriented, meticulous, dedicated, creative, sincere, trust worthy, open and flexible
Interests include reading, writing and traveling

REFERENCES may be furnished upon request