**Curriculum Vitae**

1. **Family name: KHAN**
2. **First names:** **Jamshed**
3. **Date of birth:** **8 January 1946**
4. **Passport Holder: Pakistani Passport No. BB4109062**
5. **Residence: Pakistan**
6. **Education:**

|  |  |
| --- | --- |
| Institution (From--To) | Degree(s) or Diploma(s) obtained: |
| AIOU Islamabad  1981-1988 | **M.A. (EPM) in Education Planning and Management** |
| Peshawar University 1975-1976 | **Post-graduate Diploma in Public Administration** |
| Peshawar University 1966-68 | M.Sc. in Zoology with specialization in Entomology |
| GOP/UNDP/RIPA April 1986-Dec. 1986 | **Diploma in Management Consultancy** |

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| **Pashto (Mother tongue)** | **1** | **1** | **1** |
| **Urdu** | **1** | **1** | **1** |
| **English** | **1** | **1** | **1** |
| French | 5 | 5 | 5 |
| Arabic | 5 | 5 | 5 |
| Uzbek | 5 | 5 | 5 |
| Persian/Dari | 5 | 5 | 5 |

8. **Membership of professional bodies**: Life long of Computer Society of Pakistan

9. **Other skills:** MS Office Professional

10. **Present position:** Freelance Consultant

11. **Years within the firm:** -

12. **Key qualifications:** (Relevant to the sub-sector above)

Socio-economist with a wide range of experience in different sectors (**Education**, Health, Agriculture, Natural Resource Management)

**MA Educational Planning and Management**, PG Diploma in Public Administration, Diploma in Management Consultancy, Certificate in Educational Administration from London University, UK, Educational System Studies from Oslo University, Norway and several short courses in planning and management from domestic institutes and abroad.

In **education sector** worked in the **education management training, establishment of EMIS in the KPK and AJK, monitoring and evaluation of education programmes, capacity building, institutional development, restructuring and reorganization, policy and strategy development, performance improvement programme, and teachers training.**

Experience in KP from 1971-1985 and 1998-2006 as Lecturer, Assistant Professor, Associate Professor, Research Officer (Education Training), Senior Research Officer (Training), Deputy Director, Management Unit for Study and Training, Education Department KP.

Involved in the **development of Education Sector Plan** for KP especially the review of the plan and development of monitoring framework, this assignment was sponsored by GIZ Peshawar.

Developed the **National Policy and Strategy for the School Feeding Programme in Eritrea** for Ministry of Education Eritrea, Asmara

Developed the National School Health Policy for the Government of Rwanda, Kigali and the draft Strategic Plan and implementation plan for the policy.

Worked as Country Director, Afghanistan Centre for Socio-economic and Opinion Research, (ACSOR) Afghanistan for three years, carrying out quantitative and qualitative research in socio-economic areas

Worked as Consultant for the International Islamic University Islamabad to establish a Research Centre in the Faculties of Social Sciences and Business Administration so that to carry out research in business and politics

13**. Specific experience in region**

|  |  |
| --- | --- |
| Country | Date from – Date to |
| **Rwanda** | **October 2010-December 2010, March 2011-June 2011** |
| **Pakistan** | **Pakistani national; working experience since 1971** |
| Afghanistan | January 2003 – June 2005, August 2006; |
| Eritrea | August-October 2006 |
| Nigeria | June 1978-June 1979 |

**14. Professional experience**

| **Date  from – to** | | **Location** | **Company/Reference Person Name and Contact Details** | **Position** | **Description** |
| --- | --- | --- | --- | --- | --- |
| June 13, 2011-to Dec 31, 2012 | | Lahore, **Pakistan** | Dr Nasir Jalil, Cambridge Education, UK implementing WB project  drnasirjalil@yahoo.com | Senior Capacity Development Specialist | Working for **Punjab Education Sector Reforms Project** to enhance **access to primary and secondary education** and develop the capacity of the staff of the existing institutions. **Technical support** in capacity development to the Government of Punjab, **Education Department,** Lahore. |
| March 1-June 8, 2011 | | Kigali, Rwanda | Dr. Jane W. Muita, Deputy Country Representative, UNICEF, Kigali, Rwanda Phone # +250 252 592 710, [jnuita@unicef.org](mailto:jnuita@unicef.org) | Consultant, Strategic Plan Development for School Health Programme | **Developed Strategic Plan 2011-2015** based on the National School Health Policy. |
| September 27-December 31, 2010 | | Kigali, Rwanda | Ms. Iris Uyttersprot, Chief Education Section, UNICEF Kigali Rwanda,  [iuyttersprot@unicef.org](mailto:iuyttersprot@unicef.org) | Consultant, School Health policy Development | **School Health Policy Development**, School Health Package Development, Training Modules Development, School Health Kits and M&E Indicator Development. The school health policy has a great focus on health and other related issues at the community, **school and in particular at the ECE levels** |
| May 24- June 7, 2010 | | **Islamabad/Karachi** | Particip Germany/**EC Evaluation Mission**  Wim Bierveliet Team Leader [circle.education@thdc.nl](mailto:circle.education@thdc.nl) | National Consultant | Country mission to **Pakistan** for the **Thematic global evaluation of European Commission support in the education sector in partner countries (including basic and secondary education) (Lot 2). The evaluation also focused on the EC inputs in education in Sindh.** |
| March 16-31, 2010 and follow up till Sep 2010 | | Peshawar, **Pakistan** | Ashraf model School, Peshawar | **Master Trainer, Early Childhood Education** | **Trained teachers** for the Ashraf Model School and the surrounding schools as Master **Trainers in Early Childhood Education (ECE/ECD), and followed up to find out the effectiveness of the training programme.** |
| October 1, 2009 to March 15, 2010 | | Peshawar, **Pakistan** | GTZ Peshawar Mr. Naeem Firdous, Senior Programme Manager  [naeem.firdause@gtz.de](mailto:naeem.firdause@gtz.de) | Consultant Capacity Development Needs Assessment | Needs assessment for **capacity development of the NWFP Education Department** **employees** working in primary, middle, high and higher secondary schools, district offices, provincial directorates and the **provincial secretariat of elementary and Secondary Education Department and FATA Education Directorate**. |
| March 1, 2009 to September 2009 | | Islamabad, **Pakistan** | Gallup Pakistan, Dr. Ijaz Shafi Gilani, Chairman Gallup Pakistan  [gilani@gallup.com.pk](mailto:gilani@gallup.com.pk) | Consultant | **Opinion surveys, quantitative and qualitative data collection, data analysis, report writing on different socio-economic issues,** capacity building and institutional development |
| December 10,2007-Feb 15,2009  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  October 2007-Dec 2007 | | Islamabad, **Pakistan**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Islamabad, **Pakistan** | MOE/USAID  Ms. Jennifer Stewart, Technical Director, MSI, 600 Water Street SW Washington DC, 20024, USA, Tel (202) 484-7170  Fax (202) 488-0754  [jtewart@msi-inc.com](mailto:jtewart@msi-inc.com)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DevTech Systems USA  Team Leader Wendy Rich-orloff  wendyrichorloff@gmail.com | **Policy Advisor Ministry of Education, Government of Pakistan**, Islamabad  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Teacher Training Specialist in Early Childhood Education** | Worked as **Policy Advisor** in the **Secondary Education Development Programme** in FATA, ICT, **Sindh** and Baluchistan. In this capacity I worked in close association with the **Planning Wing of the Ministry of Education** to identify gaps in the policies regarding pre-service, in-service teacher training programmes, academic supervision, and budget line for training programmes. My role in this project was basically accomplishing an **educational planning and management assignment in proposing measures to the educational planners for bridging the gaps in policies**. The secondary education system was not focussed in isolation but was also considered in accordance with the **primary and ECE education system in the country**.  Worked as **Teacher Training Specialist in the evaluation of USAID funded** **Early Childhood Education Program** in Pakistan. Two organizations; AKF and CRI were using different strategy for implementation of the **ECE programme in Sindh and ICT**. We were to **assess the weaknesses and strengths of these different implementation strategies**. |
| July 4,2007-Aug 3,2007 | | Peshawar, **Pakistan** | GTZ Peshawar, Pakistan  Mr. Naeem Firdaus, Incharge Education Planning Section, GTZ Peshawar; Ph: +92-301-8588995;naeemkhan@esdpgtz.org.pk | **Consultant Educational Planning and Management,**  **Department of Education**, Govt of NWFP/GTZ | **NWFP Education Sector Plan 2007-2015 review and analysis** in conformity with MDG, EFA, ESR and Provincial Reforms Programme. **Sector plan development** involves application of principles and common practices of **educational planning and management. The sector plan covered the ECE, primary and secondary level education.** |
| September 2006-June 2007 | | Islamabad, **Pakistan** | Gallup/BRB  Dr. Ijaz Shafi Gilani,  Chairman Gallup Pakistan  Phone No. +92-51-2655630  gilani@gallup.com.pk | Consultant | **Opinion surveys, quantitative and qualitative data collection, data analysis, report writing** on different socio-economic issues, capacity building and institutional development |
| August 2006 | | AFGHANISTAN | UMCOR USA/MOE Kabul Afghanistan | Consultant Educational Planning and Management, MOE Afghanistan | Proposal writing for funding for the school feeding programme in Afghanistan |
| January – July 2006 | | **Pakistan** | International Islamic University, Islamabad,  Prof. Dr. Ijaz Shafi Gilani  Dean Faculty of Social Sciences  Phone: +92-51-2655630  gilani@gallup.com.pk | Consultant, Faculty of Social Sciences | **Research administration and coordination of research activities** in social sciences |
| August – October 2005 | | ERITREA | MOE Eritrea/USDA/Mercy Corps Eritrea  Josh Dewald, Country Director, Mercy Corps Eritrea, Asmara | **Education Planning and Management Consultant,** Ministry of Education, State of Eritrea, Asmara | Developed **Strategy and policy** for the National School Feeding Program for MOE Eritrea. Carried out **field survey** of existing programs and studied the documents prepared on the existing procedures and practices in different parts of the country and devised a plan of action, strategy and policy for the national level. The **MOE** staff was fully **involved** at all stages of the development of the strategy so they accepted the **ownership** of the strategy and policy. |
| January – February 2005 | | **Pakistan** | **EC**/Sofreco France | Consultant | **Pakistani Expert for EC Asia Mission**, worked with other international experts in preparing a base paper for the **EC country strategy 2007-2013** |
| January 2003 – June 2005 | | Afghanistan | Gallup Pakistan/BRB an Affiliate of Gallup International Dr. Ijaz Shafi Gilani, Phone No. +92-51-2655630 gilani@gallup.com.pk | Country Director, Afghanistan | Carried out a number of **opinion surveys countrywide and management consultancy** assignments for different offices and Ministries. In Afghanistan carried out a number of studies for GTZ, UNICEF, World Bank and Media Research Companies, apart from monthly nation wide opinion surveys. **Trained more than 500 interviewers and 50 moderators for Focus Group Discussions.** |
| August – September 2003 | | **Pakistan** | **EC**/COTECNO ITALY | **Member of EC Evaluation Mission** | As member of the **Final Evaluation Mission** of five year **EC** inputs in AKES,P along with an International Expert. Evaluation and monitoring covered all activities carried out in the Northern part of the country as well as in Karachi (Sindh) for planning, financing and implementation of the project. |
| January – August 2003 | | AFGHANISTAN | Gallup International/BRB | Country Director, Afghanistan | Carried out a number of **opinion surveys** country wide and management consultancy assignments for different offices and Ministries |
| April 2002 | | **Pakistan** | **EC**/COTECNO ITALY | **Member of EC Monitoring and Evaluation Mission** | Worked with two other international experts as **Member of the EC M&E Mission** in **Aga Khan Education Services**, Pakistan. Evaluation and monitoring covered all activities carried out in the Northern part of the country as well as in Karachi (Sindh) for planning, financing and implementation of the project. |
| April 2001 – March 2002 | | **Pakistan** | SKB/KNK Group of Companies, Islamabad | **Consultant Educational Planning and Management** | The group operated 35 schools in the poorest of the poor area in Punjab, Pakistan. **Conducted performance evaluation studies for improvement of the system**. **Coordinated the education programmes** for the group of selected students from South Africa in Pakistan. |
| November 2000 – January 2001 | | **Pakistan** | DFID/Semiotics Consultants | Team Leader | **Evaluation** of the DFID/World Bank Teacher Training Programme  Evaluated the Teachers’ Training Programmes conducted in the Northern Pakistan for the Govt. and NGOs schools |
| September – October 2000 | | **Pakistan** | **EC/**COTECNO ITALY | **Member of EC Mid Term Review Mission** | Member of the **EC Mid Term Review Mission of Aga Khan Education Services** Pakistan. Evaluation and monitoring covered all activities carried out in the Northern part of the country as well as in Karachi (Sindh) for planning, financing and implementation of the project. |
| July – August 2000 | | **Pakistan** | NOVIB/DEVFOUND Pakistan | **Team Leader/Education Planning & Management Expert** | **Team Leader/Educational Planning and Management Expert in NOVIB Appraisal Mission**,for SAHE run educational institutions for the girls in the rural areas of Punjab. |
| May 2000 | | **Pakistan** | **EC**/COTECNO ITALY | **Member of EC Monitoring Mission** | Member of the **Annual EC Monitoring Mission**, of Aga Khan Services, Pakistan. Evaluation and monitoring covered all activities carried out in the Northern part of the country as well as in Karachi (Sindh) for planning, financing and implementation of the project. |
| February – April 2000 | | **Pakistan** | ADB/Semiotics Consultant | **Education Evaluation Expert** | **Carried out Final Evaluation of the first phase of Girls Primary Education Project implemented from 1990-1996**. Worked with two other international experts. This assignment was carried out in all provinces of Pakistan including Sindh. |
| January – February 2000 | | **Pakistan** | PLAN INTERNATIONAL/Semiotics Consultants | Team Leader /**Education Specialist** | **Evaluation** **of the impact of PLAN INTERNATIONAL inputs in primary and middle schools** in District Chakwal and Mansehra |
| June – September 1997 | | **Pakistan** | ADB | **Education Specialist** | **Teacher Performance Evaluation** in the Classroom in Secondary Schools in Balochistan, Teacher Training Project, Pakistan. The performance of teachers of secondary schools was evaluated by actually examining them during the teaching process to assess the verbal interaction in the classroom. The students of these teachers were also given exam to assess their level of achievement. **As education specialist analyzed the quality of the training given in the teacher training institutions**, adequacy of the period of the training, relevance of curriculum and textbooks and the problems of teacher training institutions were assessed. The study also highlighted the analysis verbal interaction of students and teachers during the classroom teaching-learning process. |
| January – June 1997 | | **Pakistan** | ADB | **Educational Planning and Management Specialist** | **Tracer Study of Graduates** of the Teacher Training Institutes, Teacher Training Project, **Ministry of Education**, Pakistan  A survey of the trained graduates was carried out, their opinions in various issues were sought. Carried out a survey of the primary school teachers who have completed in-service training programme. Their performance was compared with those who did not participate in any in-service training programme. A cost-effective, innovative in-service training model was developed in view of the models being implemented in some other countries. The new model was developed with the assistance and active involvement of the officers of the Education Department, Government of NWFP. The study aimed at **evaluating** the in-service training programme offered to primary school teachers in NWFP and developing a cost-effective model of in-service training for **implementation** in the province. |
| December 1996 – February 1997 (Phase 1)  September 1997 to August 1998 (Phase 2) | | **Pakistan** | World Bank | **Team Leader/Education Planning and Management Specialist** | **Designing Field Testing and Execution of the First Round of Annual School Mapping Activity** Phase-I, Mirpur Tehsil AJK, Phase 2 in the rest of Azad Jammu & Kashmir  The objectives of the assignment were to **develop contents and strategy for the implementation of a school mapping routine and the incorporation of this activity as part of annual collection and processing of educational data undertaken by the EMIS**. The project involved an **integration of Educational Management Information System**, Geographical Information System and demographic data for only one Sub-Division of AJK, Mirpur in Phase 1 and the rest of AJK in Phase2. The assignment included the capacity development of officers of the MOE AJK to carry out such exercises on annual basis and in the use of EMIS and GIS data and reports for educational planning and management. |
| January – April 1996 | | **Pakistan** | ADB | **Survey Specialist** for Balochistan Province | **ADB** **Science Education Project, Phase II, Ministry of Education**, Government of Pakistan  Provided services as school mapping expert in Baluchistan. The objectives of the study were to **assess the science facilities in the secondary schools for male and female students and to recommend the schools for up-gradation of physical facilities**. Carried out a detailed survey of existing facilities for science education in secondary schools in Balochistan. The institutional needs in science education were identified. |
| January – April 1994 | | **Pakistan** | World Bank/ DFID | Consultant/ **Educational Planning and Management Specialist** | Mainly **worked on access to secondary education** and **teachers, demand and supply**. In these studies besides making projections up to the year 2005, the level of school facilities utilization was assessed and a comparison of the higher secondary schools and inter-college in terms of resource utilization was made. Completed the following two studies  · Access to secondary education  · Teachers demand and supply  In Access to secondary Education a **complete survey of all the provinces of Pakistan was carried out** and data on enrolment, repetition and dropout rates were obtained to make projections to the year 2005. The cohort analysis was carried out with the help of computer models prepared for this purpose. The teachers’ demand and supply also required a detailed survey of the pre-service training facilities in the whole country and the projections to the year 2005 were made. In both these projects the emphasis was to be laid in particular on the female students, teachers and out-of-school population**. The scope of this study covered all the four provinces (including Sindh) and AJK** |
| January 1998 – January 2006 | | **Pakistan** | Department of Higher Education, Govt. of NWFP | Associate Professor | Teaching, Administration and **Research**;  **Consultancy Assignments conducted during leave or on part-time basis** |
| January 1985 – January 1998 | | **Pakistan** | Management Services Wing, Cabinet Division, Govt. Of Pakistan | Consultant/Director/Deputy Director | Acting as **Management Consultant to the Federal Government** Ministry/ Division/Organization. Conducting feasibility studies for various organizations. Conducting management studies for different organizations for simplification of procedures, enhancing efficiency, work load assessment, **monitoring and evaluation** of criteria/indicators. Carried out more than one hundred consultancy assignments for different organizations, some independently and in some as a member of the team.  The assignments mainly focused on **enhancing efficiency, career planning institutional development, re-structuring, reorganization, development of job description, work load assessment, management, organizational and staff reviews.** As Management Consultant reviewed the Government Policies regarding different sectors, with the aim to identify the major issues and constraints. Assisted the government's **Restructuring Committee** in the new organizational set up for various Ministries/ Divisions and Governmental Organizations, with the object to ensure close coordination, avoid overlapping and duplication and establish close synergies with other related organizations. |
| January1985 – November 1985 | | **Pakistan** | USAID, Gadoon Amazai Area Development Project, Department of Planning and Development, Government of NWFP, Pakistan | Administrator | Gadoon Amazai Area Development Project.  **Overall implementation of project**. **Monitoring and Evaluation** of the sub-projects. Responsible for **personnel and financial management**. Effective utilization of physical and human resources. Preparation of the working papers and reports. Developed job manuals for the employees of the project and also for those who were associated or deputed to work for the project. **Identified many small projects and got them implemented as action research. Evaluated** the training programme held for the area residents by various training institutions. Was responsible for the informal education particularly female education and also the **skill development** for females in this particular area formerly used for poppy cultivation. |
| June 1978-June 1979 | | Nigeria | **Ministry of Education**, Kaduna State, Nigeria | **Education Officer** | Education Planning and Management, institutional development, promotion of co-curricular activities and healthy activities in students’ dormitories. |
| 1971 - 1984 | **Pakistan** | | Education Department, Government of NWFP | **Deputy Director / Sr. Research Officer / Research Officer (Training) Lecturer** | **Overall implementation of the project**, called **Reforms of Educational Administration in the provinces**. **To plan, organize, implement, evaluate and follow up the training courses for the administrators of the Education Department in education planning and management**. Organize training courses in Data Collection Techniques, Computer Operations and Programming. Acted as Resource Person in the above courses. **Establishment of MIS** based on EDP for the Education Department. Collection, **codification of rules and regulations**. Development of **job manuals of the different tiers of administrators** of Education Department. Development of questionnaire and coding forms for the collection of data. **Monitoring data collection in the field.** **Development of monitoring and evaluation tools and implementation in the field thereof**. **Providing educational planning and management consultancy to different sub-sectors of the Department of Education** to enhance efficiency and productivity. Identification of training needs. Collected data from all the educational institutions including primary, middle, high, higher secondary schools and inter-colleges of NWFP and prepared reports for the decision makers. Trained the decision makers in the use of these reports for educational planning and management practices. |
| January 1971- August 1971 | **Pakistan** | | Malaria Eradication Program NWFP | Assistant Entomologist | **Research work on Malaria Insects in NWFP** |
| October 1968-Decemebr 1970 | **Pakistan** | | Pakistan Forest Research Institute | **Research Officer** Entomology | **Conducting research on the insect pests of poplar trees in Pakistan** |

15. **Other relevant information (e.g., Publication):**

I have more than 80 reports at my credit on different management and education related subjects.

**References:**

1. Gallup Pakistan/BRB and Affiliate of Gallup International:

Dr. Ijaz Shafi Gilani,

Chairman Gallup Pakistan

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[gilani@gallup.com.pk](mailto:gilani@gallup.com.pk)

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1. DevTech Systems USA

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