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| **WAJIHA IRFAN** | | |
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| **Areas of Expertise:** | | |
| * *Programme monitoring and evaluation* | * *Reporting* * *Logical Framework Approach (LFA) planning* | * Resource mobilization * Programme budgeting * *Communications* |
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| I have four years experience as focal person for planning, monitoring, evaluation, reporting and resource mobilization at a leading humanitarian organization (International Federation of Red Cross and Red Crescent Societies: IFRC) (November 2005-February 2010). I have first hand experience in donor reporting, yearly reporting process and continuous monitoring and evaluation support to different programmes. | | |
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| **Significant Achievements:**   * IFRC 2010-11 planning process: Carried out IFRC’s appeal planning for 2010-11 in 2009. Provided support to the programmes in setting goals, objectives, inputs, outputs and outcomes. The final document is posted on the website ([www.ifrc.org](http://www.ifrc.org)). * IFRC Emergency Appeals: Drafted and finalized various emergency appeals for the recent disasters in Pakistan; these were: 2007 Cyclone Yemyin/floods appeal, 2008 Baluchistan Earthquake appeal and 2009 IDPs appeal. * Planning, monitoring, evaluation, reporting trainings (PMER) trainings: Have organized a number of PMER trainings in Pakistan. * Reporting (November 2005-February 2010): Have expertise in drafting and finalizing of a variety of appeal based reports. Also have been involved in donor based reporting (specific pledge based reporting). * 2008 Baluchistan earthquake appeal final report: Finalized the final report of the 2008 Baluchistan earthquake appeal. The final report was based on the final evaluation for the operation. * Operation lessons learnt report: Participated in the Cyclone Sidr operation lessons learnt workshop in Bangladesh (in February 2010). Also did the final report of this workshop. * Development of Terms of Reference: Have been involved in development of terms of reference for various evaluations carried out for different programmes. * Resource mobilization: Carried out and maintained dialogue with donors and IFRC Zone office for a range of pledge contracts and their reporting requirements. * Attachment with the IFRC Zone Office: Was attached the with the IFRC Zone office in Kuala Lumpur (Malaysia) for six weeks in 2008. * Communications: Have experience in doing assorted communications related tasks, which included development yearly IFRC diaries, brochures, taking photographs and organizing of photo exhibitions. | | |
| **Training and professional qualifications:**   * Participated in the third South Asia’s **planning, monitoring, evaluation and reporting (PMER)** workshop in Malé, Maldives (December 2009). * Participated in the **Grant Management workshop** organized by IFRC Zone in Kuala Lumpur, Malaysia (November 2008) * Participated in the **planning, monitoring, evaluation and reporting (PMER)** workshop in Khatmandu, Nepal (organized by South Asia regional office) (March 2008). * Attended a three day training course on **MS Project 2003** (April 2008). * Successfully completed an online **Effective Writing course** of Commonwealth of Learning organization. (October 2006 - February 2007). * Completed the IFRC **Budget holders’ training**. (April 2007) * Participated in a four day South Asia regional **Training of trainers on planning, monitoring, evaluation and reporting (PMER)** organized by International Federation of Red Cross and Red Crescent Societies in Khatmandu, Nepal. (December 2006). | | |
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| **Education:**  **Oct 2004- Aug 2005:** MBA from NUST Institute of Management Sciences.  Majors: International Business and Marketing.  **Sept 2001- Aug 2004:**  BBA (Hons) from NUST Institute of Management Sciences.  Majors: International Business and Marketing. | | |
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