# **Jiwan Das**

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**Date of birth** 2nd April 1964

**Nationality** Pakistan

**Languages:** Fluent in English, Sindhi, Urdu, good in Hindi

Can understand very well, Punjabi, Saraiki, Hindko and Thari.

**Education:**

**MSc Rural Development**

**SUE-WYE link Program (Distance learning)**

**Wye College University of London**

**Master in Public administration**

**University of Sindh**

**Post Graduate Diploma**

**Development Studies**

**University of Bath**

**England**

**Leadership for Environment and Development Course completed (LEAD Fellow)**

**Key Qualification:**

**Summary**

I have been engaged for more than 20 years in International Development and Humanitarian work in various capacities related to strategic planning, program development and management, budgeting preparation, control and financial management, resource mobilization, human resource development, partnership development, capacity building, and monitoring and evaluation. For past fourteen years, I have worked in a senior strategic leadership role, managing child rights programme in four different countries including Pakistan, Afghanistan, Sri Lanka and Timor-Liste, where I had an opportunity to interact with people from various backgrounds, cultures and ethnicities.

I have directed strategic planning process and have developed, implemented and managed projects/programs related to education, health, protection, WASH, Shelter, housing construction NFIs, food security and livelihoods, IDPs and refugees, and emergency, early recovery and rehabilitation.

As a Acting Country Program Director with Save the Children UK, led strategic planning process for Pakistan multi-sector program. With Save the Children Sri Lanka, led the strategic planning process, development and implementation of livelihoods program. With Oxfam-GB, as a part of the national team, developed strategic plan for Sindh province and also contributed to the country strategic planning process at the national level. Developed and managed Earthquake recovery and reconstruction programme of CAFOD With FAO, I guided post-earthquake 2005 work including preparation of hazard, livelihoods and vulnerability baseline and contingency plan as a part of disaster preparedness for National Disaster Management Authority (NDMA) Government of Pakistan. In 2012, I also had an opportunity to work with the corporate sector in Pakistan, where I established and directed the Engro Foundation Program with focus on basic education, Primary health care, livelihoods, disaster management and environment.We constructed a community led green model village of 166 houses with under ground water and sanitation, proper play grounds, parks, Dairy hub, livestock shed and provided educational, health and livelihood opportunities during and after completion of the housing project. The whole village is electrified with Solar system and there is no concept of On Grid eletrification in the village.

Also I have remained engaged in fund-raising activities and produced good quality proposals for different donors e.g. DFID, USAID, USDOL, Aus-Aid, ECHO, EC, Comic Relief, Concern Worldwide, Oxfam Novib, Embassies funding, JOAC, Save the Children Alliance, Caritas International, UNDP, Concern Worldwide, Trusts, Foundations and Corporate sector. Moreover, I have produced situation reports, country political analysis reports, and quarterly and annual reports for the program and external donors.

I am passionate about international development and humanitarian work and strongly believe in participatory and inclusive approaches to development. I enjoy designing and developing programs/projects with focus on children, women and youth development, researching and writing, and developing partnerships and networks. I encourage strategies that help alleviate the sufferings of most vulnerable and marginalized groups of societies.

I have skills and experience working in child rights programming, Disaster Risk Management which includes disaster preparedness, mitigation emergency response and post emergency programmes in Pakistan, Srilanka, and Afghanistan. I have experience of working in different types of human induces and natural disasters such as Floods, Drought, Earthquake, Tsunami, Cyclones Conflicts etc. substaintial experience in disaster preparedness which includes Development of national level Emergency preparedness plan for Save the Children UK, Oxfam, Developed village and UC level preparedness plans with community for ICMC and hazard vulnerability and livelihood assessment and contingency planning for FAO. In addition, developed National Disaster Response Plan for National Disaster Management Authority, Cash grants guidelines in SCA Srilanka, . Part of the emergency assessment team on Tsunami assessment in Srilanka, Pakistan Earthquake 2005, and Drought report 1999, Oxfam/Save the Children.

**Programme Director: Child Fund International (USA): Timor Leste & Afghanistan September 2012 to date.**

**SUMMARY**: The Programme Director (PD) is responsible for vision and strategic leadership for the assigned national office. The PD is also responsible for the operational leadership that supports the mission and strategic direction, acts as a resource to other national offices, the regional team and the agency as a whole in appropriate areas of expertise. Currently I am working as Acting National Director, Afghanistan.

**DUTIES/RESPONSIBILITIES**

* Accountable for strategic plan development, implementation and outcomes, resource planning and mobilization, budget development, human resources, programs and overall management of the country’s operations.
* Ensure the organization is recognized by stakeholders (relevant government authorities, donors, other NGOs, media etc) as a strong child development organization and credible reference point on issues related to development, and specifically to be seen as a leader in children’s issues.
* Responsible for providing leadership for organization’s program through strategic planning, strategic alliances, learning, research and documentation.
* Ensure optimal financial, human and physical resource allocation and management and quality standards, for successful implementation of the country’s and organization’s strategic plan and mission and to monitor and report on their progress.
* Provide leadership in acquisition of resources and their proper use in pursuit of quality programs for child development.
* Expand and develop the national office’s programs through the development of initiatives that further the organization’s impact on well-being of children and their communities.
* Responsible for implementation of measures to ensure compliance to internal and donor policies and regulations and to protect assets and resources.
* As a senior staff, contributes to regional and organizational wide initiatives to support achievement of core intent and outcomes and evolution of Child Fund
* Focal person for DRR and Emergency preparedness and response.

**Director (Corporate Social Responsibility)**

**Engro Foundation October 2009 to September 2012**

Established Engro Foundation and provided strategic leadership in the development and delivery of the Engro Foundation Programme in Pakistant. Managed staff team of 8 in Pakistan , and financial and other resources for a country programme which focuses on basic education, Primary health care, livelihoods, disaster Management and Environment. Liaising with key agencies involved in Development sector UN agencies, I/NGOs rs, donors and NGOs; representing Engro Foundation with government, project partners, and international agencies; and, managing advocacy initiatives to influence policy development and implementation based on practical experience.

* Develop strategic plan and strategies for programme delivery
* Responsible for Resource mobilisationwithin and outside organisaton
* Responsible for managing team includes technical people for flood rehab programme in head and field offices in Pakistan and also responsible for recuirment, orientation, capacity development, quarterly and annualappraisals and prepare staff development plans of team members.
* Responsible for develop monitoring system and monitor programme activities on regular basis
* Responsble for financial management which includes, budget preparetion, monitoring and forecasting of and reporting to external donors like USAID, PPAF, SANA, UNICEF, Corporate donors, etc on projects progress.
* Developand facilitate partnerships with local NGOs, grassroots organisations, funding agencies, government authorities at different levels and corporate sector organisation etc.
* Developed fund raising appeals for floods 2010 and 2011 and lead the relief and rehabilitation work
* Liaising with key agencies involved in Development sector UN agencies, I/NGOs rs, donors and NGOs; representing Engro Foundation with government, project partners, and international agencies; and, managing advocacy initiatives to influence policy development and implementation based on practical experience
* Develop ToR, identify consultants, commissioninig and supervision of different types of assessments and baselines. Produce, ensure quality, disseminate timely financial and narrative reports to Board of Directors, donors and engro network organizations etc.
* Responsible for documentation of best practices, replicate it in other programme areas and share with other players working in the development sector.
* Develop contigency plans to address on natural and human induced disaster

**Senior Emergency Response Specialist August 2008 to Sep 2009**

**National Disaster Management Authority - (NDMA – UNDP)**

**Key Responsibilities:**

**Formulation of National Disaster Response Plan (NDRP):**

* Development of NDRP which includes Review of existing policies,documents, consultation with key stakeholders in Government ministries, department, INGOs, Humanitarian organizations, army, Civil defense and Pakistan metrological department**.**
* Development of training and capacity building strategy for the government departments and its implementation strategy and budget

**Development of Emergency Operation Centers**

* Establishing the need/rationale for the setting up of EOCs at various levels based on review and gap analysis of existing disaster response mechanisms in the country and the light of international contemporary practices
* Theoretical/technical concepts and definition of national, provincial and district EOCs in disaster risk management
* Design and other structural aspects of EOC at national, provincial and district level including its linkages with other departments and institutions
* List of items and equipments required for national, provinicial and district level EOCs
* Organization structure, number of staff required for national, provincial, district EOCs and their job descriptions
* Undertake training need assessment of the EOCs members national, provincial and district levels

**Development of Standard Operating Procedures: (SOPs)**

* Review Standard Operating Procedures (SOPs) of key national, provinicila and district level departments
* Conduct consultation with key national, provincial and district level stakeholders e.g. PMD, FFC, Civil Defence, Ministry of Interior Military, ERC, NLC, Irrigation, Communication, PRCS, I/NGOs, Pakistan Humanitarian Forum, ICRC/IFRC, UN system, and other relevant humanitarian organizations
* Prepare a SOPs concerning key response functions e.g. rapid assessment, rescue, evacuation, medical services, relief management (food/clothing, kitchen items, hygiene kit etc) shelter, water/sanitation, logisitic management, security communication, early recovery in line with globally accepted minimum standards and based upon local institutional context.
* Organise stakeholder consultation on SOPs e,g, workshops and through written feedback
* Finalise the SOPs based upon the stakeholder feedback

**Disaster Preparedness and Assessment Consultant: February – August 2008 Food and Agriculture Organisation FAO (UN)**

Assignment focused on Hazard, livelihoods and Vulnerability Baselines, preparing livelihoods baselines and contingency plans as a part of disaster preparedness for National Disaster Management Authority (NDMA) Government of Pakistan. The focus of the base line is collecting, consolidating and analysis of secondary data and collecting primary data from local communities, district government, local NGOs and PDMAs using participatory methodologies and analysis of the data. Coordinate and closely work with provincial and National disaster management authorities (PDMA &NDMA), district, and below district level government authorities and local and National NGOs. Assessing capacity needs and develop capacity building plan for the district and below district level authorities on emergency assessment.

**Country Programme Manager:**

**Earthquake Recovery and Reconstruction Programme with special focus on NWFP and AJK)**

**CAFOD UK, July 2006 to Dec 2007**

The CPM will be responsible for all aspects of the emergency and recovery programme including planning, implementation, monitoring and reporting. In addition,PM will be responsible for all financial management and staff management associated with the programme, and will ensure that the programme is implemented within the agreed timescale. The CPM will have line management responsibility for a local team of staff and some internationally recruited members of staff. Coordinate with DRU, ERRA and district Government, UN, and I/NGOs.

**Key Responsibilities:**

**To co-ordinate all Caritas activities with those of the Government, the UN and NGOs to ensure:**

1. The programme increases the organisational capacity of Caritas Pakistan, strengthening its reputation.
2. The programme meets appropriate minimum standards (e.g. those articulated in SPHERE standards and the International Federation of the Red Cross and Red Cresent Societies/NGO Code of Conduct).
3. To advise the Diocesan Secretary of Caritas Rawalpindi-Islamabad on management and operational matters associated with Caritas Pakistan emergency response programme.
4. To support the Diocesan Secretary of Caritas Rawalpindi-Islamabad in managing the expansion and sustainable growth of Caritas Pakistan, so that it develops strong programme capacity, making it eligible for institutional funding by the end of the programme.
5. To participate in overall  emergency response coordination meetings as required.

**In conjunction with the Programme Manager, Pakistan and Afghanistan, to ensure effective programme and financial management:**

1. To manage the implementation of the programme, ensuring that it is completed on time, and within the budget.
2. To establish and maintain programme quality in accordance with internationally recognised standards, and CAFOD’s own standards, and that methods and designs are harmonised with those of other agencies.
3. To develop operational budgets and use financial management tools to monitor the progress of the programme.
4. To ensure that all earmarked contributions to the programme are properly allocated and budgeted to allow adequate tracking of funds.
5. To provide accurate financial and narrative reports at the agreed times.
6. To ensure adequate programme monitoring and to take remedial action should the need arise; and to record the outputs and impact of the programme.
7. To organise a real-time evaluation of the programme to ensure that lessons learnt are not lost with staff turnover and that corrective actions are identified in time to take remedial action.
8. To oversee the tendering of any service or construction contracts associated with the programme and ensure that they are carried out according to sound purchasing practice.
9. To ensure the earthquake affected communities and persons are consulted and involved in the programme design and implementation.

**Programme Manager Livelihoods and Recovery:**

**Save the Children Alliance in Srilanka Feb 2005 July 2006**

**Key Responsibilities:**

1. Establish livelihood recovery programme in Tsunami affected communities in North, east, and south of Srilanka and assessment and monitoring of the livelihoods and food security situation in Tsunami affected areas
2. Contribute in Country Strategic Planning process and develop thematic plans for next three years. Develop livelihood on strong focus on DRR programme strategy for 2006 – 2009
3. Develop capacity need assessment tools for local NGOs, assess the training needs of the partner organisations and develop capacity building plan and organise appropriate training courses for local and national NGOs and government authorities.
4. Responsible for ensuring that the monitoring and evaluation of programme work is carried out in a participatory way which clearly demonstrates the impact of the programme’s interventions.
5. Prepare budgets and monitor ongoing livelihood with strong focus on DRR programme on monthly basis. Prepare monthly, quarterly, midterm and final reports in line with donor/partner/Save the children requirement.
6. In order to ensure the highest levels of quality and consistency across the programme, s/he is responsible for seeking support from colleagues or to identify, in a timely and coordinated manner, the technical inputs required from within our outside the programme.
7. Keeps abreast of key policy changes notably in relation to the livelihoods, the budget and the local government reform programme and ensure that this information is shared in such a way that it allows strategic positioning and good information of colleagues in other sector. .
8. Support country wide and regional works being undertaken by Save the Chidren and others with regards to disaster risk reduction, emergency responses generally and food security and livelihood in particular. Coordinate with other actors involved in the livelihoods sector in Srilanka and in the region.
9. Develop guidelines for the cash for work and cash grants in local context. Identify consultants, develop ToR and commission studies and research in the livelihood sector in relation to Food security
10. Identify potential donors for fund raising in the livelihood sector.

**Acting Country Director Save the Children UK Pakistan Programme: March - December 2004**

During Programme Manager Save the Children UK in Pakistan I was assigned an additional responsibility of Acting Programme Director for 10 months to manage Save the Children UK, Pakistan programme. Main responsibilities includes, overall management of SCUK’s Pakistan’s programme includes programme management, development of programme, initiate the strategic planning process 2005-2009, develop fund raising strategy, fund raising for the programme and reporting to the donors on time, ensure the M&E systems are working effectively and feed in to future programming, represent SC UK and alliance to government, UN, INGOs, donors etc management of all team and control of financial and other resources. I was managing budget about 2 million sterling pounds during the period.

**National Programme Manager: Save the Children UK**

**October 1998 - Jan 2005**

Responsible for develop national level emergency preparedness plans, assessment, develop emergency response and rehabilitation, develop safety and security guidelines. Contribute in the strategic planning process and develop programme strategies for the programme, identify partner organisation and develop plan and proposal with them, raise funds from the different donors, recruitment of the staff for the programme and regular performance review. Prepared disaster preparedness plan for the Pakistan programme, developing security guidelines for programme, Commission research and negotiate with consultants and researchers, coordinate and network with local NGOs, Government authorities INGOs and UN agencies. Coordinate with Islamabad, Regional and London office on programme and financial management.

**Key Responsibilities**

***Programme planning:***

1. In the new planning framework of Thematic Programme Plans (TPP), the exercise of preparing each TPP is a team effort, led by the Programme Manager responsible for the respective thematic areas, and involving, among others, programme staff and other members of the Programme Management Team (PMT).
2. Develop annual operational plans, concept papers and high-quality project proposals to implement the strategy developed in the TPPs.
3. At the level of project planning, initial plans and concept notes will be presented by the PM and discussed in detail in the PMT. The PM will be responsible to actively seek the formal and informal technical expertise from the other PMs in discussing initial plans, concept notes, project proposals and reports.
4. PM will provide formal and informal technical expertise to the other PMs responsible for other thematic areas, according to a schedule agreed in advance.

***M&E and reporting:***

1. PM is responsible for writing narrative and financial reports to Save the Children, donors and (where relevant) government and other partners is the responsibility of the PM. These reports must be of a high quality, particularly in terms of punctuality, detail, language and content appropriate to the audience, readability and analytical rigour. The Programme Director (PD) has an additional role in ensuring these quality criteria are met in all reporting, prior to submission.
2. The PM is responsible for rigorous and systematic monitoring and review of all types of activity related to his/her theme(s). The approaches, tools and mechanisms used in such child-friendly monitoring and review will be defined with the assistance of the Learning Impact Assessment Coordinator . Inputs sought from the LIAC will be discussed at an early stage in the planning process.

***Financial Functions:***

1. As budget holder, the PM will be responsible for the preparation, monitoring, and management of all budgets related to his/her theme(s), including the preparation of the thematic areas’ budget plans as specified in the Country Planning and Review Process document.
2. The PM will be responsible for financial reporting on budgets and activities under her/his responsibility, and will ensure the accuracy and timeliness of financial reports prepared on his/her behalf by the Finance section. Quality criteria will include reporting punctuality, the appropriate level of detail, rigour and accuracy, presentation (including the use of appropriate formats) and readability. The PD, with support from the Finance Manager, has the additional role of ensuring these criteria are met.

***Management Functions:***.

1. PM has line management responsibility for all the staff (Programme Officer, Project Officers, Programme Assistant, etc) working for is/her theme(s).
2. Assist the Programme Director (PD) in formulating a fundraising strategy for SC-UK in Pakistan, and in fundraising itself more specifically for his/her theme(s), under the coordination of the PD.
3. ll include supervision and support to staff under the PM’s management, in line with SC’s best practice guidelines. The PM is also encouraged to identify opportunities for mutual skill sharing, and other forms of support, across the team, and to suggest these to the HRM, as appropriate.

**Programme Development Coordinator, South West Afghanistan (October 2001– Feb 2002): (SECONDMENT)**

The main responsibility is to response the Afghanistan humanitarian crisis post 11 September. Initially I was involved in the assessment, planning and establishment emergency programme office and attending regular meeting with different donors in Peshawar and Islamabad and later on I was given assignment to develop a new programme for the south west Afghanistan. Responsibility include to identify new partners develop proposal with them and recommend for approval, monitor the projects, write the SITREPs on regular basis, coordinate with NGOs, INGOs, UN agencies, particularly WFP, UNICEF, UNOCHA, UNHCR and so on. Recruitment of the staff, train the new staff, develop strategies for the southwest part of the Afghanistan. Supported Project manager on child protection and separated child work in the camps.

**Programme Coordinator OXFAM GB, Pakistan Programme**

**June1990–August 1998**

**Key Responsibilities:**

* Established Oxfam programme in Sindh Province in Pakistan
* Assisted in developing strategies and programme policies.
* prepare proposals on poverty alleviation, Natural resource management, Water/sanitation, micro credit, Education, and disaster management at community levels.
* Monitoring of the Oxfam programme in sindh and other parts of Pakistan
* Raise funds for the poverty alleviation and disaster management project from different donors such as ECHO, DFID, EU, Embassies funding and so on
* Management of team of 20 people in Oxfam, Budget holder of the programme
* Prepare budgets, monitoring and report to different donors
* Assisting country office in preparation of the country assessment report and overall country strategic plan and policies.
* Implementation of policies at grassroots level organization or community based organizations in Sindh province and partially in Balochistan.
* Experience working with team of expatriates with diversifies expertise in Pakistan.

Conducted different emergency assessments and develop responses with expatriates and different cultural background team members..