CURRICULUM VITAE Zuhra Luqman

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NATIONALITY: Pakistani

Key Qualifications

* 17 years of experience in development in Khyber Pakhtunkhwa and FATA.
* Certificate Course in GAD from University of Peshawar
* Certificate course on “ Gender Sensitive Governance” from BRIDGE, the Institute of Development Studies ( IDS) UK
* International training on “Peace Building & Conflict Resolution” from Austria
* International training on “Project Management” from Austria
* International training on “Advocacy & Policy Influencing” from Oxford, UK
* Study Tour to Germany for exchange of experience & knowledge on policy, implementation & networking
* Presented papers in International conferences in USA, UK & Taiwan
* Facilitated government delegation in World Conference on women shelters at Den Haag, The Netherlands

Education

M.Sc Gender Studies AIOU Islamabad, Pakistan 2008

M. SC (Hons) Agriculture NWFP Agriculture University Peshawar 2003

B.SC (Hons) Agriculture NWFP Agriculture University Peshawar 1998

F.SC Pre-medical Women College Mardan, KPK 1993

Matric Science group Girls High School Dargai Malakand 1991

Countries of Work Experience

Pakistan & Afghanistan

Languages

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking** | **Reading** | **Writing** |
| Pashto | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent |
| Hindko  English | Fair  Very good | Fair  Excellent | poor  Very good |

Employment Record

May 2011 – Present Gender Advisor/ Deputy Team Leader, GIZ (German Agency for International Development), Peshawar Khyber Pakhtunkhwa

Dec 2003 – April 2011 Coordinator Gender & Capacity Building, SPO (Strengthening Participatory Organization) & CIDA/BHC, Peshawar, Khyber Pakhtunkhwa

Aug 2003 – Dec 2003 Community Development & Gender Specialist, DFID & SRSP, Peshawar, Khyber Pakhtunkhwa

Apr 2002 – Aug 2003 Program Coordinator, ICMC (International Catholic Migration Commission) & UNHCR, Peshawar, Khyber Pakhtunkhwa

Mar 2000- March 2002 Program Officer, Shirkat Gah, Peshawar Khyber Pakhtunkhwa

Jan 1998- Feb 2000 Trainer, AHITI & Netherlands, Peshawar, Khyber Pakhtunkhwa

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

2011-Present, Gender Advisor/ Deputy Team Leader, GIZ (German Agency for International Development), Peshawar Khyber Pakhtunkhwa

Main achievements:

* Capacity assessment of NGOs working on Violence against women
* Support in developing and implementing of Guidelines for women shelters in KP
* Women Protection policy for FATA
* Mapping of services ( Service Directory KP) for female victims of violence
* Establishment of Dialogue board ( Govt & Non Government actors)
* Establish and equip Gender resource centre in Social Welfare department
* SOPs for women shelters and service providers
* Establish knowledge Management System
* Deputising Team Leader for all program work

Other main tasks performed are;

* Support of the program’s initiatives to provide professional advice and inputs to, and to cooperate with civil society organizations and the Government Social Welfare and Women’s Development Department and as well as with other relevant actors in Peshawar and in KP
* Support in policy formulation, Capacity building of Government department, dialogue board, shelter assessment & management and alliance strengthening
* Leading role to integrate “Do No Harm “and gender mainstreaming in all interventions with the department and community as well.
* Gender Focal Person for Governance Program on national & International level
* designs and implements measures for services for female victims of violence with regards to prevention of violence against women in Khyber Pakhtunkhwa and in FATA in accordance with the jointly agreed work plan

Other advisory services includes;

1. **Advising the partner institutions**

* assists and monitors the development and implementation of programme plans and activities in close consultation with counterparts
* contributes to preparing and implementing the coordination process, joint programme activities and work at the provincial/district (Khyber Pakhtunkhwa) and regional level (FATA)
* deals with the design, preparation and implementation of workshops, seminars and other events on issues connected with the activities of the work package on services for female victims of violence
* develops and organises quality assurance measures and suggests necessary changes, improvements and initiatives

1. **Networking and cooperation**

* supports cooperation, regular contact and dialogue with partners, assists with public relations work and cooperates with local communities, relevant organisations, non-governmental agencies and individuals in the programme environment and with other projects to improve and maintain good working relationships
* communicates local interests and efforts, forwards these and encourages sharing ideas and information for the benefit of the programme

1. **Knowledge management**

* ensures knowledge transfer to the programme information
* develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures
* draws up reports and presentation documents
* prepares appropriate input for various programme reports including annual reports, and contributes to the other reports required by the programme manager and GIZ Head Office
* assist with research activities and studies on political issues which benefit joint programmes.

1. **Coordination tasks**

* assists with general programme planning and develops concepts including preparation, organisation and moderation of planning exercises and their implementation, management, monitoring, quality management, evaluation, communication and documentation
* coordinates relevant programme activities at local level in consultation with the manager and in cooperation with the partners, both as regards implementation and preparing organisational aspects
* compiles the relevant information for joint activities and assignments
* handles order management on behalf of GIZ (e.g. offer preparation, impact monitoring, project progress review, reporting)

2003-2011, 7 Years & 4 months, Coordinator Gender & Capacity Building, SPO (Strengthening Participatory Organization), Peshawar, Khyber Pakhtunkhwa

Main Achievements:

* Conducted around 70 trainings to NGOs, Nazims, International and CBOs
* Established 22 Women organizations and got them registered with SW
* Develop training manuals on TOT, Development, Planning, Management, Violence against women, Advocacy & Gender mainstreaming topics
* Formed 04 Civil Society Networks on district basis

Other tasks included;

* To support the development and monitoring of M&E indicators that promote a learning environment within SPO, its partners and wider stakeholders.
* Support roll out of the MER Implementation Plan throughout SPO's program areas in cooperation with program officers.
* Support analysis of targets and achievements from an output and outcome perspective.
* Review all final program reports, prior to final approval by program manager/head, to ensure they comply with donor reporting requirements and agreed deliverables.
* Contribute to monthly MER update and annual program review by:
* Develop and review a standard MER checklist for field visits by SPO program officers.
* Represent SPO at relevant MER meetings with government, donors and Civil Society.
* Plan and carry out systematic monitoring of SPO's field programmes.

2003-2003, 5 months, Community Development & Gender Specialist, DFID & SRSP, Peshawar, Khyber Pakhtunkhwa

* Integrate gender equality in SRSP overall programs, trainings and projects implementation.
* Organizes training workshops, produces SRSP publications on lesson learned and as well as capturing of best practices based.
* Ensures implementation of effective capacity development activities to women based civil society groups are mainstreamed into all projects being implemented.
* Facilitate gender and Development, planning & management trainings to CBOs, NGOs, Local Government and INGOs.
* Prepare advocacy campaigns, advocacy events, gender-based initiatives and funding plans for the CBOs/networks.
* Take initiatives for special events and seminars at the provincial & District level, manage the gender unit.

2002-2003, 17 months, Program Coordinator, ICMC (International Catholic Migration Commission) & UNHCR, Peshawar, Khyber Pakhtunkhwa

Main achievements:

* Establish a referral mechanism for afghan refugees in legal assistance & protection
* Initiate and establish database system in ICMC for projects
* Scaled up programs on legal assistance for afghan refugees

Other tasks included;

* Managing large field programs with multiple local and international partners
* Expertise in scaling up programs in complex environments
* Demonstrated skills in strategic planning, management, and budgeting
* Implement ICMC’s Legal Assistance & EVI Program to address the needs of Afghan Extremely Vulnerable individuals
* Provide supervision, guidance, and professional development to Legal Assistance & EVI Program Staff
* Plan and conduct training Programme for local NGO partners & Afghan Community on legal Assistance & EVI identification
* Monitor, supervise and evaluate the abilities of the National NGO partners to implementing the programs
* Financial oversight, accountability and reporting/ Presentation to Donor on Programs progress

2000-2002, 24 months, Program Officer, Shirkat Gah, Peshawar Khyber Pakhtunkhwa

* Conduct training on legal awareness to CBO/WOs
* Administer and Co-ordinate all activities out of the Shirkat Gah office in KP
* Report on all programs and financial activities
* Identify and coordinate with national and international NGOs implementing similar Programme
* Strengthening NGOs networks

1998-2000, 25 months, Trainer, AHITI & Netherlands, Peshawar Khyber Pakhtunkhwa

* Ensuring the best utilization and cost effectiveness of institute’s various training programs/ activities by matching the training objectives with available resources
* Farmers capacity building through Radio programs
* Imparting training’s to In-service FSAs (Female Stock Assistants)
* Research and Design course curricula for trainees according to their needs
* Monitoring & on job training to FSAs in field
* Provide advice and support to other institute/ organization/ individuals with regard to training activities
* Delivers special lectures on special events and issues

Publications

* FATA Women Empowerment & Protection Policy formulation.
* Capacity Assessment of NGOs working on Shelter in KP & Dialogue Board formation.
* Service Directory KP for Gender Based Victims.
* International Paper on ”Strategies on advocacy & Social Change” published in Asian Conference on women shelters
* Gender Sensitization & Communication Skills Module for SW, SE & WED KP
* Protection against Harassment of Women at Workplace
* Awareness raising articles on gender issues in local newspapers.
* Designing different training manuals for the SW, SE & WED, Local government department, UN Women, NGOs & Projects

International Trainings/ Conferences participated

* Facilitated official delegation to and participated in World Conference on Women’s Shelters at Den Hague, The Netherlands, November 2015
* Study visit to Germany for exchange of experience and Knowledge in Policy & Implementation on prevention of VAW, March 2014
* Training on “Advocacy & Policy Influencing” at Oxford, UK July 2013
* Asia Conference on “Women Shelters” at Taipei, Taiwan, September 2012 ( gave Presentation under the theme “Strategies on advocacy and social change”)
* 2nd World Conference on “Women Shelters” at Washington DC USA Feb 2012.
* International/ Regional Workshops on “VAW prevention” at Washington DC, USA March 2012
* German training on “Do No Harm” at GIZ April 2013 & June 2014
* German training on “ Peace & Conflict analysis” at GIZ June 2013 & June 2014
* German training on “ Team Building” at GIZ June 2012
* German training on “ Facilitation skill” at GIZ April 2012
* German training on “ Capacity Works” at GIZ November 2011-2012
* German training on “Roles & Competencies in advising change process” at GIZ July 2011
* South Asian Conference on Reclaiming space September 2011, arranged by Rozan
* Gender analysis of Malakand Region Fund mission GIZ
* “Advocacy” by WLUML International 2001

Presence on Networks/ Boards

International Networks:

##### Global Network on Women shelters

##### Asia Network on Women shelter (I am in pioneers of Asia network)

##### AWID Canada

##### GBV Prevention Network

* Say No UNITE campaign
* Non violent Peace force Community

##### Centre for Humanitarian Dialogue Geneva

* Peace & Collaborative Development Network

##### National Networks:

##### GBV cluster

##### Gender Thematic Working Group

##### VAW Group

##### Civil Society Networks

##### Women Workers Helpline

##### NGOs Boards:

##### SAWERA FATA

##### Chand Welfare Foundation Peshawar

##### Human Rights & Development Organization Mardan

* Women Welfare Organization, Mardan