|  |
| --- |
| **PROFILE SUMMARY** |
| * 12+ years of experience in the field of humanitarian action on senior management position. * Expert in all aspects of Monitoring & Evaluation, Program Development, Management and Exit Planning & Closure. * Experience of working in Pakistan Earthquake, Tsunami (Indonesia) and Post 9/11, Afghanistan operations. * Secotral experience of economic recovery and development, livelihoods/ food security (agriculture, livestock, skill development), child focused protection; Watsan and hygiene promotion, DM/DRR, Community based preventive health, HIV&AIDS, MCH, Human Trafficking and Construction. * Knowledge of donor protocols of USAID, DfiD, EC, ECHO, MAPS, & DEC. * Extensive experience of conflict, COIN, and instable environments. * Msc. In Anthropology; MS Health Service Administration, BA with Economics and Pol. Science, certification in Women Studies, M&E and Computer studies & author of a book on HIV,AIDS and Injecting Drug Use. | |

**PROFESSIONAL EXPERIENCE:**

***May10 – March 11: Monitoring & Evaluation Specialist*** *with* [***IRD***](http://www.redcross.org/)***/USAID AVIPA****, (Kabul, AFGHANISTAN)*

M&E of the 470 million $ USAID funded Afghan Voucher for Improved Agriculture Production (AVIPA) in Afghanistan.

1. Successfully developed M&E system for National Seed Distribution Program for the Ministry of Agriculture and Livestock (MAIL).
2. Successfully designed and managed a series of baseline, end line and satisfaction surveys.
3. Successfully managed over 1.5 million dollar budget for Monitoring and Evaluation.
4. Lead a team of 130+ M&E staff.

***March 10- May 10 Consultant (M&E and Program Closure)*** *with*[***American Red Cross***](http://www.redcross.org/)***, (****Banda Aceh/Jakarta, INDONESIA****)***

1. Design and Management of the ongoing online Surveys and evaluations
2. Managed International consultant and firms.
3. Managed of the staff and financial resources of M&E.
4. Write-up of evaluation and baseline survey reports for sharing with communities and other stakeholders.

***Jan 09 – Jan 10: Monitoring & Evaluation Delegate*** *with* [***American Red Cross***](http://www.redcross.org/) *(Banda Aceh, Indonesia)*

Successfully lead the Monitoring & Evaluation of Tsunami Recovery Program: Responsibility included Implementation of M&E Systems, development of Indicator and information Frames, Information Generation, Storage and Analyses, design and management of the Base Line and end line surveys and Assessments and Managing/Coordination of third party evaluations.

1. Successfully developed/updated and implemented Monitoring & Evaluation /Performance monitoring plans (PMP), M&E tools and checklists for all tsunami response projects.
2. Successfully designed and managed overall monitoring and evaluation of all American Red Cross project in Indonesia that included four Community based health projects i.e. Community based First Health and First Aid (CBHHA), Youth Red Cross (YRC), Capacity building project on Social Mobilization for Health Campaigns (SocMob) and Avian and Human Influenza Prevention Project (AHI) Project,
3. Successfully managed International Consultants for Quantitative Surveys and Evaluations. This included ToR development, recruitment, day to day management and monitoring of external firms and individuals
4. Lead a team 12 M&E and Data base staff and managed over a million dollar budget of M&E Management Unit

***May 08 – Dec 08: Program Manager & Deputy Country Rep (Programs) -*** [***CAFOD***](http://www.cafod.org.uk/) *in Earthquake Response Program (Abbotabad, PAKISTAN)*

Program development & management, project administration, internal and external evaluations, representation, liaison, financial management, reporting, on-going needs analysis, exit planning program closure.

1. Over all management and successful closure of the earthquake emergency response program in Pakistan.
2. Managed South Asia EQ 2005; Livelihood Recovery Program: A 3 Year Mutli-Sectoral Livelihood Recovery Program
3. Lead the development and mentoring of the 35 community based organizations as part of exit strategy
4. Lead a team of 18 livelihood Program staff; partner and community based organizations and three field offices.

***May 07 – May 08 Monitoring and Evaluation Delegate*** *with* [*British Red Cross*](http://www.redcross.org.uk/) *(Banda Aceh, INDONESIA)*

Management of M&E and Data Base & Communication team of an 80 million $ Tsunami Recovery Program, Development and implementation of M&E Systems (both Participatory M&E and Result Based M&E), Advising program on quality, accountability and learning issues,

1. Successfully developed/updated and implemented Monitoring & Evaluation /Performance monitoring plans (PMP), M&E tools accountability and learning plans.
2. Conducted Several Evaluations of the Community Based Construction projects and managed all third party evaluations
3. Successfully designed, lead and managed a series of **Housing Occupancy** and **Beneficiary Satisfaction** **Surveys**
4. Coordinated and managed overall monitoring of the BRCS 10 million dollar conditional cash transfer program;
5. Coordinated Program Reviews, DEC Evaluation missions and external Evaluations that including recruitment of International Evaluators.
6. Managed a Data Base of 16000+ beneficiaries plus Intl. Data base consultants
7. Lead a team of 15 M&E and Data Base staff.

***Oct 06 - May 07 Program Manager*** [*Concern Worldwide*](http://www.concern.net/) *(Islamabad, PAKISTAN).*

With a portfolio of over 10 Million dollar I was responsible for the program development & management, including emergency response operations, partner management, liaison, financial management and reporting, on-going needs analysis and the design and writing up of the follow-up project proposal.

1. Managed, a 5 year multi sector program area based development program funded by MAPS (Multi-Angle Program Strategy-Ireland)
2. Managed Rawalpindi Urban Development Program, a 5 year multi sector program focusing on Environmental Health funded by DfID (UK Government’s Department for International Development)
3. Designed and managed the end of project Evaluation of USAID/ODFA funded post South Asia Earthquake Recovery project.
4. Worked as HIV&AIDS Lead in for the Concern operations in Pakistan.
5. Lead a team of around 11 Program and support staff, three field offices and two international partners organization.

***Jan 06 - Oct 06******Program Coordinator*** *with* [*Concern Worldwide*](http://www.concern.net/) *(Faizabad, AFGHANISTAN)*

Program development & management, security, project administration, office management (four offices), representation, liaison, financial management and reporting, on-going needs analysis and the design and writing up of the follow-up project proposal.

1. Designed Badakhshan Development Program, a 3 year program funded by EC & Irish AID.
2. Managed Integrated Rural Rehabilitation Activities to Improve Livelihoods, a 2 year Program funded by DfID
3. Managed School Construction Projects in North Afghanistan funded by Concern USA
4. Managed immediate emergency response operations (NFI distribution) in North Afghanistan
5. Successfully lead a team of around 70+ staff with six direct reports. Managed security of more than 100 staff, 6 field offices and a fleet of 14 vehicles

***July 02 - Jan 06 Research Monitoring & Evaluation Advisor/Manager. & Program Manager*** *for South Asia Earthquake 2005* ***-***[***Concern Worldwide***](http://www.concern.net/) ***(Pakistan).***

Program development (including proposal writing) & management, emergency preparedness and response, project administration, managing the base line surveys, country wide PPA researches, internal and external evaluations, partner appraisal and selections organizational development and capacity building,.

**(A) Project Management:**

1. Managed Research Monitoring and Evaluation Unit of Concern Pakistan until Dec 2005 since its development in 2003.
2. Managed Emergency Response in Earthquake Affected Areas of Pakistan, a 6 months project funded by DEC to provide relief in Pakistani Kashmir & NWFP Province;
3. Managed Emergency Response in Earthquake Affected Areas of Pakistan, a 6 months relief project worth €3 million funded by DCI;
4. Deigned and managed **Safe Drinking Water and Sanitation** Services Project in Earthquake Affected Areas funded by UNICEF
5. ManagedUrban Development Program, a 5 year multi sector program funded by DfID;
6. Managed Rural Baluchistan Livelihood Security Program, a 3 year multi sector program worth $3.3 Million funded by Irish Aid;
7. **Evaluations: *(Team Leader in Most of these Evaluations)***
8. Designed and conducted End of Project Evaluation if Irish Aid funded of Shelter Rehabilitation & Flood Mitigation Engineering for Flood Affected Families in Awaran & Lasbela Districts of Pakistan;
9. Coordinated Mid Term Evaluation of Irish Aid funded Baluchistan Rural Livelihood Program;
10. Designed and conducted Evaluation of Women Education and Skill development program;
11. Designed and conducted Evaluation of Shelter Rehabilitation & Flood Mitigation project;
12. Designed and conducted Evaluation of Project Evaluation of Capacity Building and OD Intervention.
13. Designed and conducted Post distribution Survey of earthquake response in Gilgilt Earthquake 2002;
14. Coordinated Evaluation of ECHO Funded Refugee support program;
15. Managed Evaluation of Seed Support Project with SCUK and its partner;
16. Designed and conducted Evaluation of Working Children Project in Quetta City.

**(C) OTHERS:**

1. Developed PRA Assessment and PRA Tool Kit
2. Coordinated Strategic Planning exercises.
3. Wrote a variety of Learning Papers on management, research and M&E issues

***Jul 01 - Jun 02 Program Manager (HIV&AIDS)*** *with*[***Actionaid***](http://www.actionaid.org.uk/) ***(Lahore, Pakistan).***

Program management, designing and implementing behaviour change and communication campaigns for the prevention and control of HIV&AIDS, Hepatitis and other STIs. Conducted HIV & AIDS base line survey.

***Apr 01 - Jun 01 Research Coordinator*** *with* [***IUCN***](http://www.iucn.org/) *for* ***Study*** *on ‘****Customary Laws for Natural Resource Management****’ as part of the MACP- Pakistan*

***Jan 01 - Mar 01******Consultant*** *on evaluation of the Local Bodies Elections with* *[SDPI](http://www.sdpi.org/) in Pakistan.*

***Jun 00 - Dec 00 Consultant*** *on evaluation of Micro finance program with* [*PIDE*](http://www.pide.org.pk/) *Pakistan.*

***Jul 99 - Dec 99*** *Researcher on* ***HIV&AIDS*** *with the department of Anthropology.*

**ACADEMIC QUALIFICATIONS:**

* **Master in Health Service Administration** (Strayer University – USA)
* **Certificate** in Monitoring & Evaluation (2004 - IIRR-Philippines)
* **M. Sc. Anthropology** (2000- Quaid-I-Azam University, Islamabad, Pakistan)
* **Certificate** in Women Studies (2000 - Quaid-I-Azam University, Islamabad, Pakistan)
* **Certificate** in Computer Application (1977 - Quaid-I-Azam University, Islamabad, Pakistan )
* **Bachelors** with Majors in Economics and Political Science (1996 - Punjab University, Lahore, Pakistan)

**RELEVANT TRAININGS:**

Community Based Health and First Aid - CBFHA (American Red Cross, Jakarta 2009)

Field Induction Course (British Red Cross London, 2007);

Partnership Policy Development Workshop (Concern Worldwide, Kenya 2007),

Leadership & Management (KZR-Pakistan, 2007),

Livelihoods Program Development and Management (Concern Worldwide, Afghanistan 2006)

HIV&AIDS Mainstreaming (Concern Worldwide, Cambodia in October 2006 and Pakistan in January 2007),

Right Based Programming incl. CRC, UDHR and CEDAW (Concern Pakistan 2005)

Community-Based Disaster Risk Management (Concern Worldwide, Pakistan 2005),

Monitoring and Evaluation (IIRR, Philippines 2004),

PRA & PPA (Concern, Pakistan 2002 & 2003),

Gender Mainstreaming (Concern Worldwide, Pakistan 2002).

**PUBLICATIONS:**

*Tahir, Shahzad. (2010).* [*Injecting Drug Use and the Risks of HIV Infection*](http://www.amazon.com/Injecting-Drug-Use-Risks-Infection/dp/3843372578/ref=sr_1_1?ie=UTF8&qid=1296499720&sr=8-1)*: Lambart Publication. ISBN-13 - 978-3-8433-7257-2.*

**PROFESSIONAL REFERENCES:**

Available on request