**Muhammad Munir Khan**

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**Education & Training:**

**Dates/Duration Degree /University**

1993-1995 Maters In Social Anthropology, University of Peshawar

1988-1990 Bachelor Of Science, University Of Peshawar

1990-1992 Articles(Accounting and Auditing/Int. & Fin. Controls), Sajjad Ahmed & Company Chartered Accountants

**IT Skills:** Internet Surfing, E-mail, MS PowerPoint, MS Word, MS Excel

## Summary of 15 years Practical Experience in Different non-profit Development Programs since March 1998:

I have been working in the nonprofit sector of Pakistan since June 2000 and worked in numerous national NGOs. During this time I remained involved in planning and management of grassroots non-profit programmes. This involved writing funding applications including the logical framework analysis(LFA) and defining sound monitoring mechanisms in order to support Result Based Management(RBM). I have fair knowledge of internal and financial controls and therefore remained involved in Organizational Appraisals and Development. One of my strongest skills is the superlative level of my English Language write-ups.

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1. Free Lance Consultant non-profit Sector Nov 2012 - Current
2. Senior Program Manager PAIMAN Jun 2012 - Nov 2012
3. Sen. Program Manager CMDO Jun 2007 - Jun 2012
4. Program Development Manager CMDO Feb 2004 - June 2007
5. Deputy Program Coordinator CMDO Sep 2002 - Feb 2004
6. Project Coordinator CMDO June 2000 - Sep 2002
7. Campaign Coordinator PCBL March 1998 - June 2000

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**a. Free Lance Non-Profit Sector Development Consultant Nov 2012–Current\_\_**

**Major Work Undertaken as Free Lance Non-Profit Sector Development Consultant:**

1. **UNDP-RAHA (KP) Report Writing Training & Backstopping:**

Delivered a three day training on report writing and providing consistent backstopping support for the mid level workers and executives at United Nations Development Programme - Refugees Affected and Hosting areas Programme (UNDP-RAHA) Khyber Pukhtoonkhwa province (KP). The programme is implemented by the Planning & Development Department (P & DD) Government of Khyber PuktoonKhwa (GoKP) Province.

1. **Skill Enhancement and Up-gradation Study under CMDO-SCI Project Titled Empowering Women and Young Girls through Education and Livelihood”**

* Performed an in depth analysis/assessment of 170 women beneficiaries of tailoring skills within 5 UCs of District Peshawar regarding their capacities developed through training delivered under the project titled “Empowering Women and Young Girls through Education and Livelihood” sponsored by Save the Children International (SCI) and implemented by Community Motivation and Development Organization (CMDO).
* Identified gaps and categorized the beneficiaries as A, B and C; and Recommended/Suggested Training Content for graduation of the Beneficiaries from grade C to B and A, and B to A.
* As a logical succeeding step to inform the graduation according to the standard grades viz. A, B, & C the consultant also re-evaluated/post assessed the beneficiaries after training and categorized them in the second stage of this assignment.

Based on a renewed consideration of the capacity of the trained women to earn steady income through the skill, and the realization to further reinforce and build on the learning of the trained women, provision of new inputs in tailoring to fill the gaps in the capacity of the women and girls were planned by the partners. Therefore, logically an assessment of these beneficiaries regarding their capacity developed after the first training constituted the first step. The assessment exercise was planned to categorise the beneficiaries into grades in respect of their capacity and to proffer recommendations help inform content development exercise by the partners. On the whole this assessment exercise constituted a comprehensive pre-test exercise of the 172 women located within the five UCs of district Peshawar, KP. The consultants were also obligated to conduct a post-test exercise after the new trainings inputs which they actually conducted after one month extensive training in tailoring skills by CMDO. The variance of both the tests in terms of grades has clearly highlighted the output under the new training inputs represented by proficiency of the beneficiaries in tailoring and actual utilization to earn steady income.

1. **Knowledge, Attitude, and Practices (KAP) assessment & Behaviour Change Communication (BCC) Strategy:**

The client, the Human Resource Development Society (HRDS) is currently implementing a project entitled “Partnership for Peace: Communities and Government Working Together for Improved Services” within tehsil Prang Ghar and Pandyalay, Mohmand Agency Federally Administered Tribal Areas (FATA) in partnership with International Rescue Committee (IRC).

**Services Rendered by the Consultant:**

* Drafting a comprehensive health & hygiene Behaviour Change Communication (BCC) Strategy to reach each age group with an appropriate message and medium within Mohmand Agency, FATA. The recommendations of a KAP assessment were utilized to form the basis of BCC strategy including all training content and Information, Education, and Communication (IEC) materials.
* KAP exercise to secure comprehensive information about Knowledge, Attitude and Practices in respect of health and hygiene within numerous age groups. This assessment provided information regarding: 1) behaviors and their determinants, 2) aspects of behavior which are amenable to change, 3) risk factors, 4) key audiences who should be focused on during BCC activities, 5) possible channels of communication, 6) information about key stakeholders (i.e. religious leaders, community elders, teachers, LHWs) who have a direct or indirect influence on behaviors at the community level.

**Routine Work Undertaken as Free Lance Non-Profit Sector Development Consultant:**

Working on functions below with several large, medium, and small national NGOs:

* Write Proposals for the donors Projects along with the budgets and detail program Implementation strategies.
* Frame Project Management Framework (PMF) and LFA for the Projects.
* Preparation of detail strategies and approaches towards the program bench marks and distribute situation reports, fact sheets and other public information documents
* Preparation Monitoring and Evaluation plan for ensuring effective on-going monitoring of any project against its goals and objective; Plan for tracking assessment and M&E data.
* Evaluating and analyzing the impacts of projects.
* Ascertaining requirement for the data in each project and formulation of formats to collect this information; development of data bases for project M & E data;
* Strategic planning of Projects/program with its clear out comes against the goals.
* Website revamping: content writing, making available compelling stories and other content for the web site and external news outlets.
* Development of internal and external information protocols.
* Write/develop; write reports, press releases, and briefing materials.
* Internal and Financial Control Mechanisms.

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**b. Senior Program Manager PAIMAN Alumni Trust Islamabad, June 2012-Nov 2012**

**Project Worked On:** Parliamentary Watch Program, The Asia Foundation; Supporting Transparency , Accountability, and Electoral Process In Pakistan (STAEP)- Monitoring of Legislators performance, Free & Fair Election Network (FAFEN) / The Asia Foundation Project /DFID; Strengthen Responsive Governance and Participatory Democracy by Empowering Citizens, Norwegian Embassy; Strengthening Women Parliamentarians In Pakistan, Search For Common Ground / US Dept of State Bureau of Democracy, HR and Labor; Active Citizen Program (ACP), British Council

**Target Area:** Punjab, Sindh, Baluchistan, Khyber Pukhtoonkhwa (KPK) & Federally Administered Tribal Areas (FATA)– Pakistan

**Key Responsibilities:**

* Write Proposals for the donors Projects along with the budgets and detail program Implementation strategies.
* Frame Project Management Framework (PMF) and LFA for the Projects.
* Coordinating and reporting over all program updates with the concerned donors, implementation partners and government agencies.
* Directing Program/project coordinators for Preparation on detail strategies and approaches towards the program bench marks and distribute situation reports, fact sheets and other public information documents among the concerned departments.
* Follow up the budget with Finance Managers of all the programs and analysis the projects costs towards the program expenditures.
* Identifying the area of improvements and gaps with the Monitoring and Evaluation Managers for ensuring effective on-going monitoring of all the projects against its goals and objective and evaluating and analyzing the impacts of projects.
* Directing and supervising the Data Base Manager for effectiveness of all the data bases of the projects and formulation of formats for project activities with the support of Monitoring and Evaluation Manager.
* With support of the chairman & Executive Director I am involved in the strategic planning of PAIMAN Projects/program with its clear out comes against the goals.
* Direct Program Officer in making available compelling stories and other content for the PAIMAN web site and external news outlets.
* In coordination with the Program/project Officer and Program/project coordinators respond to internal information requests from staff to the Donors and PAIMAN.
* With Coordination of M&E assist to develop format for tracking assessment and M&E data.
* Assist and facilitate M&E Coordinator in the research and writing of briefing materials.
* Develop, write and issue press releases about PAIMAN programs and issues of concern.
* Coordinate with media/information officers from partner NGOs for joint media/advocacy initiatives.
* In coordination with the Security Coordinator and Senior Program staff, prepare for and facilitate donor and other visitors to PAIMAN response activities in the field,

**c. Sen. Program Manager, Community Motivation & Dev. Org.(CMDO) Jun 2007 ~ June 2012:**

**Project Worked On:** CIDA, Abt Associates/USAID, Save The Children US/USAID, PPAF, UNHCR, UNICEF, NUST Consulting, FAO, MCLEP(Mitigating Child Labour through education in Pakistan), UNESCO, Scottish Govt.

**Target Area:** Khyber Pukhtoonkhwa (KPK) & Federally Administered Tribal Areas (FATA) – Pakistan

**Key Responsibilities:**

* Writing Proposals along with the budget and detail implementation strategies for donors, Set up Project Management Framework (PMF) and LFA for the Projects.
* Coordinating and reporting overall Program updates with the concerned donors, implementation partners and government agencies.
* Directing Program/project coordinators for Preparation of detail strategies and approaches towards the program bench marks and distribute situation reports, fact sheets and other public information documents among the concerned departments.
* Follow up the budget with Finance Managers of all the programs and analysis the projects costs towards the program expenditures.
* Identifying the area of improvements and gaps with the Monitoring and Evaluation Managers for ensuring effective on-going monitoring of all the projects against its goals and objective and evaluating and analyzing the impacts of projects.
* Directing and supervising the Data Base Manager for effectiveness of all the data bases of the projects and formulation of formats for project activities with the support of Monitoring and Evaluation Manager.
* With support of the chief executive & executive committee participate in the strategic planning of CMDO Projects/program with its clear out comes against the goals.
* Direct Program Officer in making available compelling stories and other content for the CMDO web site and external news outlets.
* In coordination with the Program/project Officer and Program/project coordinators respond to internal information requests from staff to the Donors and CMDO.
* With Coordination of M&E assist to develop format for tracking assessment and M&E data.
* Assist and facilitate M&E Coordinator in the research and writing of briefing materials.
* Develop, write and issue press releases about CMDO programs and issues of concern.
* Coordinate with media/information officers from partner NGOs for joint media/advocacy initiatives.
* In coordination with the Security Coordinator and Senior Program staff, prepare for and facilitate donor and other visitors to CMDO response activities in the field,

**d. Program Development Manager, Community Motivation & Dev. Org.(CMDO) Feb 2004 ~ June 2007:**

**Projects Worked On:** Response International UK/Big Lottery Fund, MCLEP, PPAF, UNICEF, CIDA, Nust Consulting

**Target Area:** Khyber Pukhtoonkhwa and FATA

**Key Responsibilities**:

* Manage the field office; financial and administrative management; grant development and implementation, in consultation with the Program Director.
* Manage and direct the development of overall regional program strategy and review of grant proposals by the Program Development Officers (PDO), including proposal submission, its follow up.
* Programming /project designing and financial forecasting / budget for proposed activities in order to improve the objectives, focus, efficiency and feasibility of grants to be approved.
* Liaise with donors and international organizations in the field to share information and minimize overlap of funding of activities.
* Manage the drafting of grants with concurrence and assistance of the Program Director and of the subsequent grant agreements with the assistance of the grants managers.
* Oversee the programme and implementation/monitoring of each grant activity in coordination with PDOs, Grants Managers and Procurement Specialists. Oversee the PDOs in the non-discriminatory implementation of each grant and the achievement of outputs as stated in the grant agreements.
* Ensure that written evaluations are completed and entered into the database.
* Draft quarterly reports on activities of the regional offices in compliance with the terms and conditions of the contract. Additionally, draft weekly reports and briefing materials as instructed by Program Director and the Chief of Party.
* Assist visiting donors and staff and other dignitaries as appropriate in arranging travel and accommodation, in scheduling and facilitation of meetings and in providing updates and briefings on the evolving situation in the field.

**e. Deputy Program Coordinator, Community Motivation & Dev. Org.(CMDO) Sep 2002-Feb 2004:**

**Projects Worked On:** Mine Risk Education/Swiss Foundation For Landmine Victim Aid(SFLVA), Response International UK/Diana Fund/ Big Lottery Fund, PPAF, UNHCR, Trust for Voluntary organizations(TVO).

**Target Area:** Khyber Pukhtoonkhwa and FATA

**Key Responsibilities:**

* Over sight of operational matters of CMDO Program in order to ensure high quality of services to the communities.
* Oversee and coordinate CMDO operations: Administration, Finance, Human Resource, Data base and Monitoring and Evaluation support required to the programs and projects.
* Preparation and management of Project/activity budgets to ensure effective operations in the field through appropriate and timely financial and logistic support.
* Approve/Allocate required resources, ensuring the successful operation of CMDO Program.
* Assist the Program Manager, in lead initiative to seek financing and donor feedback/support for core activities.
* Manage the teams, office and field program systems in order to ensure effective implementation of the program
* Arrange visits of donors and for other organizations
* Manage the development of designed by the communities
* Prepare Project Management Framework (PMF) and LFA for the Projects.
* Manage the program activities in accordance with the annual implementation plan (AIP)
* Close coordination with donors, government line departments, and other stakeholders
* Write monthly, quarterly, and annual project progress reports
* Regular visits to the field to assess and evaluate the impact of interventions on the target communities and reporting success stories for different reports, visibility, and fundraising efforts
* Ensure safe custody and proper use of fixed assets and other resources of the program
* Monitor the program according to the project proposal / agreement with the donor agency
* Manage the teams, office and field program systems in order to ensure effective implementation of the program.
* Build a firm vision and strategy to support the operations and information management strategy.

**f. Project Coordinator, Community Motivation & Dev. Org.(CMDO) June 2000-Sep 2002:**

**Projects Worked On:** SFLVA (Geneva), Mine Ban Campaign, Landmine Monitor Network Research, Association for Aid & Relief Japan, JEN, UNHCR, TVO, CHIP, Relief International US.

**Target Area:** Khyber Pukhtoonkhwa and FATA

**Key Responsibilities:**

* Oversee CMDO Program & Operations (administrative, logistical and fiscal management) at the field sites
* Supervised Program staff based at the field site, providing programmatic and management support
* Cooperated with Technical Coordinators to effectively provide collaborative support to program.
* Ensure effective collaboration between programs, including integration of activities where appropriate
* Chaired weekly Management Meetings
* Assisted the Program Manager in organizing and holding monthly Program Review Meetings
* Implemented a structured training program for staff, particularly concerning program management and staff management skills
* Ensure that a Monitoring and Evaluation plan is prepared and followed for each program.
* Represented CMDO at the field office level and with all State, Non-state, NGO, and UN partners; ensure positive interaction and good relations with partners.
* Participated in strategic planning for the program and facilitate workshops (as required) and in final drafting of strategic and annual action plans
* Developed a long term strategy for activities at the field site, integrating the CMDO Programming Principles and Program Framework. Ensure that each program follows a strategy consistent with the overall office strategy
* Ensured donor reports are prepared and submitted in a timely manner, as per the grant agreements
* Submit monthly management reports to the Program Manager.
* Established and maintain security guidelines for CMDO field office
* Keep Program Manager informed about any important development or events.
* Follow and implement any new procedure and guidelines in circulars from the Country Director