**Curriculum Vitae**

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| PERSONAL DETAILS |
| **Name:** Farrah Naz  **Father name:** Amanat Ali  **CNIC #:** 37406 – 1525824 - 4  **Date of Birth:**  20-03-1981 |

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| SKILLS/EXPERTISE |
| * Trainings and research * Proposal development * Report writing * Statistical Package for Social Sciences (SPSS 17.0) * Database development and data analysis |

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| EXPERIENCE |
| **REGULAR JOB EXPERIENCE** |
| Institution: **Sustainable Development Foundation (SDF)**  Duration: November 2008- Till date  Position: Manager Research & Training  **Assignments Managed:**   * Household Survey of 148 districts of Pakistan for Food Security and Nutrition Analysis 2013 for UNWFP * Third Party Validation (TPV) of Basic Education Community Schools (BECS) for Ministry of Education, trainings and Standards in Higher Education * Production of data set for IPC (Food Security) analysis (Secondary data) for UNFAO * Food Security Analysis 2012, Primary data collection for UNWFP * Food Security Analysis 2012 secondary data collection for UNWFP * Conducted five provincial workshops on Food Security & Climate Change for CGIAR * Organized and carried out Integrated Food Security Phase Classification (IPC) survey 2012 for UNFAO * Livelihood Recovery Appraisal (LRA) Survey for UNFAO * Social Assessment Study of PPAF-III Project for PPAF * Impact Assessment of WFP Cash for Work Program for UNWFP * A study of social structure / dynamics of five selected villages (one from each province and one from Gilgit - Baltistan) to inform social mobilization efforts by RSPs in Pakistan for RSPN * Broadband Access and Penetration Survey of Pakistan for USF * Performance monitoring of Implementing Partners (IPs) for UNFAO * Assessment study of EMOP for outcome indicators for WFP Food Assistance in 2011 (SPR) in Sindh and Balochistan province for UNWFP * Impact Assessment Survey of UNWFP’s Cash programme in Rahim Yar Khan for UNWFP * National Poverty Score Card Survey in Bahawalpur, Tehsil Bahawalpur for PPAF * Baseline Rapid Assessment for Cash programme in Rahim Yar Khan for UNWFP * Baseline Assessment for Protracted Relief and Recovery Operation (PRRO) for UNWFP * Flood Recovery Assessment (FRA) 2010 for UNWFP * Poverty Score Card Survey for poverty ranking in district Musa Khel for PPAF * Emergency Market Mapping & Analysis (EMMA) survey for food security situation for UNWFP * Initial Assessment of Flood Damages in seven (7) out of eleven (11) affected districts of Punjab for SDF * Environmental Impact Assessment Study of Sustainable Livelihood Recovery Project for WVI   **Responsibilities:**   * Project proposals development * Research tools development and designing * Developing training manuals and modules * Deliver trainings to research staff * Execution of research work * Project cycle management * M&E of project activities * Assist in development of database, code plan, tabulation plan and statistical analysis * Writing project repots * Presentation to donors on project proceedings and findings   **Projects managed:**   * Inquiry Based Learning Programme for Ukaid * Empowering Voice of New Generation for UNDEF * Establishment of Adult Literacy Centers for NCHD * Capacity Building of stakeholders on Child labour Response in Disaster Management for UNILO * Partnership Action Mitigation Syndromes (PAMS) for University of Zurich, & NCCR - NS, Switzerland   **Responsibilities:**   * Prepare capacity building training manuals * Liaison with stakeholders to organize trainings/consultative workshops * Prepare training modules as per group needs * Develop project brochures * Identify and coordinate with the potential resource persons * Organize and conduct trainings * Assist resource persons in training * Deliver sessions of the training * Conduct pre and post training evaluation * Prepare training evaluation forms and document evaluation * Follow up of trainees for feed back on trainings * Develop and maintain training data base * Prepare report of training/workshops * Finalize training manuals based on feedback from training * Prepare monthly/quarterly/annual project report |
| Institution: **Food and Agriculture Organization of United Nations (UNFAO)**  Duration: February 2013 – March 2013  Position: IPC Support Officer  **Responsibilities:**   * Liaison with stakeholders from government, NGOs, INGOs, UN agencies and Academia to invite in Integrated Food Security Phase Classification (IPC) Training and Analysis Workshop * Facilitation of stakeholders’ consultation workshops and training as per the project work plan; * Finalize dates, venue and logistic arrangements for IPC Training and Analysis Workshop * Coordinate with guest speakers and focal persons of the training * Collect secondary data/documents from relevant government departments, UN agencies, NGOs/INGOs as per the agreed set of IPC indicators for food security; * Provide assistance in operation and communication matters related to the project; * Assists participants in categorization and labeling of zones according to agro-ecological parameters * Assist participants in data analysis to classify districts into different phases of food security * Assist in the development of GIS Map according to food security situation of each province * Organize and moderate meeting of National Technical Working Group (NTWG) * Drafting, finalizing and disseminating technical reports; * Assist in supporting the project communication and visibility functions; * Perform any other relevant tasks as requested by the National IPC Coordinator |
| Institution: **Sustainable Development Policy Institute (SDPI), Islamabad**  Duration: January 2008- October 2008  Position: Assistant Trainer  **Responsibilities:**   * Conducting Training Need Assessment Surveys * Prepare brochure and training manual * Compiling training/reading/reference material * Note taking to compile report * Corresponding with registrants * Deliver sessions as a co-trainer * Assist resource persons in conducting group work * Organizing field work * Traveling with trainees when they go for field research * Assisting in the execution of SDPI’s training program * Write course/workshop reports * Facilitate/conduct surveys to assess the market to identify training requirements (customer needs) to plan appropriate courses * Market of trainings through publicity and liaison with potential clients * Supervise maintenance of training management database * Collect information/data on post training evaluation and analyze it * Communicate/coordinate with the trainees/participants |
| Institution: **National Rural Support Programme (NRSP)**  Duration: September 2007 to January 2008  Position: Master Trainer (First Aid/ CBDRM)  **Responsibilities:**   * Community Based Training Need Assessment * Searching training material regarding Disaster Risk Management * Designing training modules and manual on Community Bases Disaster Risk Management * Organize and conduct trainings * Deliver trainings sessions * Training result evaluation and enhancement * Proper documentation and reporting of trainings * Studying existing community structure to identify areas of immediate concerns * CMST arrangements and raising awareness about prevention from natural disaster * Coordination with Social Organizers to get data regarding trainings up gradation * Organize field work * Ensuring soundness of data and its authenticity * Capacity Building and community empowerment |
| **SHORT TERM CONSULTANCY** |
| Institution: **Institute of Development Studies (IDS), University of Sussex, UK**  Project: MFS II Evaluation Pakistan – Parwan Project  Unite For Body Rights Programme, SRHR Alliance  Duration: Three months (September to December 2012)  Position: Team Leader  The project works towards the attainment of MDG 3, 4, 5, & 6  **PROGRAMME OBJECTIVES:**   1. [Increased quality of and access to comprehensive SRHR and SGBV services for young people, women and marginalized groups](C:\\Users\\rolink.RNG\\AppData\\rolink.RNG\\AppData\\Local\\Microsoft\\Windows\\Users\\eiling\\20100602_Summary logframe.xls" \l "RANGE!#VERW!) 2. Increased capacity of young people, women and marginalized groups to make safe and informed decisions on issues concerning relationships and sexuality, to deal with gender power relations and to seek quality, comprehensive SRHR & SGBV services and information 3. Increased capacity of civil society organizations to manage SRHR & SGBV education and services interventions 4. Policy dialogue maintained or increased in favor of SRHR & SGBV in civil society organization’s countries and/or the region.   **Responsibilities in this assignment were to**:   * Device field work methodology, sampling strategies and sample size * Design structured tool for Household Survey * Develop guidelines and questionnaires for Key Informant Interviews (KII) and Focus Group Discussions (FGDs) * Interview and recruit field teams for qualitative and quantitative research * Impart training of research teams on tools, methodology and sampling * Conduct and manage field work in district Multan * Develop database for data entry * Prepare tabulation plan * Develop criteria for data analysis * Assist in data analysis * Prepare zero draft of report |
| Institution: **SEBCON**  Duration: August 2007  Title of the study: Baseline study of Livestock sector in Pakistan Community Empowerment through Livestock Development and Credit (CELDAC)  Financial Assistance: A project of NESTLE and UNDP  Position: Field Researcher  **Responsibilities:**   * Survey of Districts Sargodha and Narowal * In Depth Interviews (IDI) of women at household level * Collection of data * Data Entry * Compilation of data * Assistance in data analysis * Assistance in report writing |
| Institution: **Sustainable Development Alternatives (SDA)**  Duration: April - August 2007  Position: Research Assistant (Trainee)  **Responsibilities:**   * Designing of survey tools * Designing of questioners * Secondary Research * Assistance in proposal writing * Assistance in report writing * Assistance to Programme Director in correspondence and office management. |
| Institution: **Sustainable Development Policy Institute (SDPI)**  Duration: March 2007  Title of the study: Transitional Recovery of Earthquake Areas project  Financial Assistance: Mercy Corps  Position: Field Researcher  The objective of the study was to know the socio-economic variables affecting livelihoods in the Mansehra and Bagh, immediately after earthquake and after intervention by CONCERN, Catholic Relief Services (CRS), Mercy Corps and World Vision International.  **Responsibilities:**   * Conducted Field Survey of Districts Mansehra and Bagh * In Depth Interviews (IDI) at household level * Organized and conducted Focus Group Discussions (FGDs) * Participatory Observations documented * Data Collected, entered and compiled * Assisted in data analysis and report writing |
| Institution: **Population Council**  Duration: November - December 2006  Title of the study: Female Stipend Study in Punjab  Financial Assistance: Punjab Education Sector Reform Programme (PESRP)  Position: Field Researcher  The said study was aimed at   * + To find out local response towards Female Stipend Program launched by the Government of Punjab province   + To motivate parents for sending their girls to the schools.   + To conduct interviews with students to check out the mental caliber of the students through psychological tests, their parents and teachers   + To collect ten years academic record of the schools.   **Responsibilities:**   * Survey of District Okara * In Depth Interviews (IDIs) of student, teachers and parents * Conducted psychological tests * Collected data * Report submitted |

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| EDUCATION |
| ACADEMIC QUALIFICATIONS |
| **Masters of Philosophy (M. Phil) with specialization in Anthropology**  **Institute:** Quaid-e-Azam University, Islamabad  **Tenure:** Fall 2010 – Fall 2012  **Achievement:** CGPA **3.67/4.00**.  **M. Phil Dissertation: “**Effects of Earthquake on Religious Beliefs and Practices”  A rigorous qualitative research exercise was conducted in Village Belyani of Balakot to be acquainted about   * Perceptions and interpretations of people about earthquake and their pre and post-earthquake religious beliefs * General religious beliefs of people before and after earthquake and changes regarding these beliefs * Pre and post-earthquake religious practices of people and find changes if any * Spread of superstitions about earthquake and their sources * Classify levels and sources of religious knowledge of the people about earthquake   **M. Phil Term paper: “**Influence of Gender Roles on Contraceptive Use Behavior”  I had conducted an independent qualitative field research on the above mentioned topic to fulfill partial requirement of the course on Gender Studies in PIMS hospital Islamabad. Main findings of my research revolve around   * Access to knowledge about use of contraceptive and family planning * Source of information * Availability and access to various contraceptives * Religious and cultural explanations of contraceptive use * Right of choice * Education and urbanization * Compensations for being pregnant * Values associated with motherhood * Son preferences * Involvement of males in family planning programs |
| **Masters of Science (M.Sc) in Anthropology**  **Institute:** University of Arid Agriculture Rawalpindi  **Tenure:** Fall 2004 – Fall 2006  **Achievement:** CGPA **3.42 / 4.00**.  **M.Sc. Thesis:** The Impact of Contraceptive Use on Women Health: A Study in Rawalpindi.  I had worked forthree (3) months as a RESEARCHER in Rawalpindi General Hospital and Holy Family Hospital to collect data for my thesis. During this time, I tried to document followings:   * Knowledge about different contraceptive tools and methods * Factors influencing choice of contraceptives * Fears about contraceptive use * Efficacy of different methods * Myths and presumptions about contraceptives * Frequency of use and its impact on women health. * Reasons of complications due to contraceptives |

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| LANGUAGES |

Proficiency: (Excellent Good Fair Poor)

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| **Language** | **Read** | **Write** | **Speak** |
| **English** | Good | Good | Good |
| **Urdu** | Good | Good | Good |
| **Mother Tongue (Punjabi)** | Fair | Fair | Good |

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| PRACTICAL KNOWLEDGE AND SKILLS |
| Personal skills  * Interpersonal communication proficiency * Presentation skill * Time management * Team player |
| Computer skills  * Microsoft Office (Word, Excel, PowerPoint, Publisher, Projects) * Statistical Package for Social Sciences (SPSS 17.0) * Database development and data analysis |

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| WORKSHOPS, TRAININGS, MEMBERSHIPS, PUBLICATIONS |
| **TRAININGS CONDUCTED:**   * Organized IPC Training and Analysis Workshop at PC Bhurban for UNFAO * Conducted several trainings of Field Supervisors, Researchers, Monitors, and enumerators in different projects of SDF * Conducted science teachers’ training on Inquiry Based Learning Programme for Ilm Ideas project of UKAid * Conducted five provincial training workshops on “Climates change and Food Security” for Consultative Group of International Agriculture Research (CGIAR) * Conducted twenty (20) one day training workshops on “Child Labour Response in Disaster Management” for different stakeholders in Mansehra and Muzzaffarabad under **ILO-IPEC-PECLR** project “Capacity Building of Stakeholders for Child Labour Response in Disaster Management”. * Coordinated three days training on Child Protection Disciplines from February 23-25, 2009 organized by Children First in Muzzaffarabad. * Organized and coordinated two months training course on Peace, Violence, and Development, Analytical and Conceptual Capacity Building in Research, March 10, 2008 to May 16, 2008, organized by Sustainable Development Policy Institute, in Islamabad. * Conducted in-house trainings in SDPI on Project Cycle Management, communication and presentation skills, Conflict management, Time management and Negotiation skills * Conducted community trainings on “Community Based Disaster Risk Management and First Aid” For NRSP |
| **TRAININGS ATTENDED:**   * Attended three days training workshop on “Social Enterprise Incubator” from 16-18 September organized by Invest to Innovate in Islamabad. * Attend three days training on Property Rights from November 20-22, 2008 organized by Freedom Gate Pakistan in Lahore. * Participated in three days Training of Trainers (ToT) on Conflict Resolution and Mediation for Leaders from 13 – 15 July, 2008, organized by United States Institute of Peace in Islamabad. * Attended three days training workshop on Project Cycle Management from 20 – 22 June 2008, organized by Sustainable Development Policy Institute in Islamabad. * Attained training on First Aid from October 01, 2007 to October 07, 2007 organized by Red Crescent Society in Islamabad. * Attended Training of Trainers (TOT) on First Aid and Presentation Skills from November 05, 2007 to November 11, 2007, organized by Red Crescent Society in Islamabad. * Attended Training of Trainers (TOT) on Community based Disaster Risk Management from November 12, 2007 to November 24, 2007 organized by FOCUS Humanitarian International in Muzzaffarabad. |
| **MEMBERSHIPS:**   * Associate Member at Disaster and Social Crises Research Network (DSCRN) (<http://www.dscrn.org/>)   + Member at Engagingmen.Net - A gender justice information network. (www.engagingmen.net) |
| **PUBLICATIONS:**   * Developed and designed training manual for science teachers on *“Inquiry based Learning Programme”* of UKaid * Prepared draft report “*MFS II Evaluation – Pakistan – Parwan Project*” for Instituteof Development Studies (IDS), University of Sussex, UK * Report of “*Broadband Access and Penetration survey in Pakistan.*” * Develop and design report on “*A study of social structure / dynamics”* to inform social mobilization efforts by RSPs in Pakistan. * Developed and design one training manual and thirteen modules for various stakeholders on “*Capacity Building of Stakeholders for Child Labour Response in Disaster Management”* under Pakistan Earthquake Child Labour Response Project. |