**Khalid Iqbal Khattak**

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**Brief Profile:**

Independent development consultant with around 23 years of diversified experience, strong conceptual, analytical skills in community development Projects with a focus on poverty alleviation through different interventions aimed at improved livelihood of people at large. In addition developed capacity of line department officials, elected representatives and CSO’s all over Pakistan.

My long association with development sector in Pakistan provided me ample opportunities to understand the dynamics of human development and issues hampering its effective development with hands on experience in developing Capacity building programs in the ADB, UNDP, IFAD, EU and USAID assisted Projects.

**Education:**

**Masters in Economics, International Islamic University, Islamabad, 1989**

**Training Material Development:**

* Trainers’ Manual Development
* Participants manual development

**Monitoring, Evaluation & Research:**

* **Rapid and detailed social needs assessment**
* **Design and conduct of Evaluation studies**
* **Base line surveys**
* **End user satisfaction surveys**

**Work Experience:**

**Freelance Development Consultant, August 2011 to date:**

* **Evaluated early recovery project** of Sungi Development Foundation project in Jafarabad, Baluchistan March 2012.
* **O**n going three ToT events of six days duration on **Capacity Development Secondary Level community Institutions for** SMEDA/UNDP, PRO-GOLE (Right to do Business project
* Conducted two days training on **Child Protection in Emergencies for UNICEF/PDMA Punjab** at Rawalpindi on 13-14 November, 2012
* Conducted five days ToT on Conflict, Peace and Mediation for **Search for Common Ground Pakistan/EU** at Islamabad in first week of November
* Developed two participants manuals on **Assessment Methodologies &Techniques** and **Monitoring and Evaluation** for UNDP/IRM in October 2012
* Conducted two training workshops of three days duration on **Assessment Methodologies and Techniques**  for Community Restoration Clusters of UNDP at Hyderabad and Quetta, August 29-31, 2012 and September 2-5, 2012 respectively
* **Consultancy on Early Recovery Needs Assessment and Project Design** with Association for Human Development (ADH), Islamabad, July 2012
* **Lead Consultant** for KP and Punjab **Organizational Capacity Assessment** of the Asia Foundation partners organizations from May 27, 2012 to June 30, 2012. During the assignment assessed the organizational capacity of 15 NGOs of KP and Punjab.
* Training on **Early Recovery Needs Assessment** .for OAKHD, Abbottabad, July 2012
* **ToT on DRR for Care International** Pakistan and its IPs staff from May 2-4, 2012 at Mardan.
* **Project Management Training** for HRLC/SAFWCO in Hyderabad from 28-30, 2012.
* **Community based Disaster Risk Management Training** for HRLC/Arche Nova at Nokot, Mirpur Khas, Sindh from April 24-27, 2012
* **Three days Disaster risk reduction (DRR**) training workshops for Community Restoration Clusters of **UNDP** at Hyderabad, Sukkar, Peshawar (3 events), Quetta (2 events) and Islamabad(2 events) with focus on DRR mainstreaming in project development.
* Resource person in **ToT on Disaster Risk Management** for Government of Sindh officials organized from December 26-30, 2011
* Facilitated four training workshops on **DRR-stress Management** in Flood effected child and child protection for Children First Pakistan for UNICEF from October 8-12, 2011
* Conducted training on **Monitoring and Evaluation** for IRM, HRLC and JICA
* Facilitated two 3 days training events on **Project Proposal Development and Resource Mobilization** in Hyderabad and Sukkur organized by Institute of Rural Management for Community Infrastructure Working Groups of UNDP from December 8-14, 2011 .
* Facilitated 2 days **Participatory Rural Project Planning Training** in Peshawar organized by Institute of Rural Management for Danish Relief Committee and UNHCR staff from November 23-24, 2011..
* 4 two days Training events on **Sustainable Livelihood** for Awami Development Organization Layyah (A PPAF partner Organization) from October 22-29, 2011.
* Delivered training sessions in National Institute of Rural Management in Staff orientation training workshops on **Disaster Risk Management**, **Communication and presentation skills on** October 1 and October 7, 2011
* Facilitated three days training workshop on **Gender Based Violence Training** for Baidari, Sialkot from September 20-22, 2011

**USAID/CRISP Project, Islamabad**

**Social Mobilization Officer, August 2009 to August 2011**

**Main** **Achievements:**

* Carried out social assessment of the rehabilitation of proposed infrastructure projects including schools, hospitals, universities and small community based income generation projects especially those infrastructures damaged by Taliban in KP
* Developed strategy of stakeholders’ participation in infra structure projects
* Developed partnership mechanisms and MoUs in compliance with the US regulations;
* Developed Activity Plans and work plans to be submitted to USAID for approval.
* Developed performance reporting plans for the community mobilization component of different infrastructure projects;
* Trained the field staff in DRR and social mobilization process in infrastructure development
* Developed progress reports, reviews, proposals and other required documents
* Attended EIA workshop and carried out IEE of the proposed infrastructure projects.

**USAID/Districts That Wok Project, Islamabad**

**LG Citizen Participation/ Lead Advisor, Nowshera**

**April 2008 to July 2009**

**Main** **Achievements**:

* Coordinated DTW program in four districts of KP; Nowshera, Mardan, Charsadda and Swabi
* Supervised 8 staff members and provided technical support in the implementation of the project activities
* Coordination between DTW, district governments and Tehsil Municipal Administration, civil society organization for incorporating citizens priorities in districts and tehsils budgets.
* Supervised base line survey on effectiveness services systems of district and tehsil administration.
* Facilitated district and tehsil administration in development of action plan for improved service delivery system though proper budgetary allocation according to citizens’ priorities.
* Supported in planning and implementation of strategy to creating local networks among local communities, government officials, and public representatives in the model district
* Arranged training, seminars and pubic consultations for the members of relevant stakeholders
* Developed and run a broad based communication strategy for incorporation of the citizen’s priorities for the LGs budget.
* Developed progress reports, reviews, proposals and other required documents

**UNDP/ Devolution Trust for Community Empowerment, Islamabad**

**Master Trainer - December 2004-April 2007**

**Main** **Achievements:**

* Conducted training of trainers trainings in all four provinces to train the CSOs trainers to implement the DTCE outsourced Project Cycle Management and CCB mobilization trainings at field level.
* Monitored quality of the training program.
* Developed draft standard operating procedures for the training program.
* Developed trainers’ manuals and participant guides.
* Develop montoring systems to ensure quality of training provided by the outsourced organizations

**IUCN/ EU funded Natural Resource Management Project**

**Expert Training & Extension- May 2003-July 2004**

**Field Manager – Additional Charge**

**Main Achievements:**

* Supervised a team of experts and social mobilizers
* Provided technical support in designing and implementation of social mobilization activities in implementation of project.
* Transformed about 400 grassroots community organizations into 3 networks, which are now registered as NGOs.
* Developed the community capacity in financial management, organizational management and leadership skills
* Promoted kitchen gardening and home based food preservation and processing for improving livelihood programs though active engagement of local women.
* Supervised development and implantation of village development plans (VDPs).
* designed and implemented the project training programme for staff and beneficiaries based on their training need assessment
* produced training and extension material including the extension messages, pamphlets and newsletters
* Developed project exit report.
* Developed Networking with donor agencies, government organizations and other NGO's for sustaining project interventions

**UNDP/Neelum & Jhelum Valleys Community Development Project**

**Training Coordinator – January 1998 to April 2003**

**Main Achievements:**

* Carried out TNA of the project and line department staff and liaise with different training institutions for their capacity development
* Conducted in-house training program for the project staff.
* Prepared a cadre of community activists, who transformed their community groups into viable community networks and coalitions.
* Implemented an innovative community based vocational skill development programme in coordination of government line departments and trained more than 3000 male and female in 10 trades.
* Developed Project Newsletter, project reports, brochures and other communication and extension material.

**National Rural Support programme (NRSP)**

**Program Officer-HRD - Jan 1995 to December 1997**

**Main Achievements:**

* Conducted Training Needs Assessment (TNA) of participating community members and the ADC staff
* Assisted in compilation and Development
* Conducted training workshops for community and staff of the project.
* Compiled HRD information for database
* Facilitated trainings of village specialist
* Developed regional sectoral plans for HRD

**Qatar Charitable Society-Islamabad**

**Education & Training Coordinator-** **October 1993 to January 1995**

**Main Achievements:**

* Developed monitoring and evaluation systems for Committee schools located in remote areas of Afghanistan (Nangerhar and Kunar Provinces) and Dir, Bajur, Bunnu, Peshawar, Haripur and Islamabad in Pakistan
* Managed and implemented education programs of the society in Afghanistan
* Facilitated in development of curriculum and study material
* Involved in food items distribution in Aftaar Saim and Al-Idahi programs in AJK
* Implemented the education and training programme independently in remote areas of Afghanistan and Pakistan.

**Muawafaq Foundation (UK)-Peshawar**

**Emergency Relief Coordinator for Pakistan-** **January 1990 to October 1993**

* Designed and supervised implementation of the emergency relief programs
* Prepared of project proposal for Muwafaq Investment fund ( a credit extension programme) for rehabilitation of Afghan Refugees in safe areas of Afghanistan

**Training sessions**

Delivered sessions on Participatory Reflection & Action (PRA) Techniques, Conflict Management, Gender & Development, Social Capital and its Role in Sustainable Development, Effective Communication Skills & Conflict Resolution, Social Mobilization, Problem Solving & Decision Making, Team Building & Group Dynamics, Writing of Session Plan, Andragogy Vs Pedagogy at organizations of national and international repute like Akhtar Hameed Khan National Center for Rural Development, Extension Services Management Academy AJK, Sungi Development Foundation, World Bank Community Infrastructure Project AJK, Rural Environment & Sanitation project UNDP Area Development Project AJK South and Sarhad Forest School.

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**REFERENCES:**

Can be provided on demand