**Zahida Munir  
H#350-B Samangli Housing Scheme Quetta**

**(92) 345-8323510, (92) 333-7812822**



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| **OBJECTIVE** | |
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| To work in an environment where my developed & training skills could be further utilized and to achieve a rewarding position in life. To serve an organization with all my potential in the respective field. | |
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| **PERSONAL HISTORY** | |
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| **Father’s Name:** | Munir Ahmed. |
| **Local:** | Kharan. |
| **Nationality:** | Pakistani. |
| **Languages:** | English, Urdu, Balochi, Brahvi and Persian. |
| **Religion:** | Islam. |
| **Email:** | [zahidamunir@gmail.com](mailto:zahidamunir@gmail.com) |
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| **EDUCATION** | |
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| **1998** | M.A Economics & M.A Social Work from University of Balochistan, Quetta. |
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| **EMPLOYMENT SUMMARY** | |
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| **2009-till date**  **Resource Person** | **UNDP**  Attached with UNDP to conduct TOT on Gender Based Governance System Project.  Conducting sessions of GBG Training by UNDP. |
| **2009 – till date** | **UNICEF** |
| **Resource Person** | |
| * Attached with UNICEF to conduct TOT on Health & Hygiene. * Conduting sessions of TOT of SSHE (School Sanitation Health Education) Training by UNICEF. | |
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| **Jan, 2006 – Dec, 2007** | **DANESH, Quetta.** |
| **Project Coordinator (Dasht)** | |
| * Develop vision for sustainable program activities and guiding the staff in its implementation. * 400 CO Formation in District Mustung &Dasht * Supervise the Field and carrying out individual, group, and community needs. * Design the plan of project activities and responsible for it in time implementation. * Capacity Building of the Councils leaders, members, and staff relating to program implementation. * Organized and conducted training on Health & Hygiene and PRA tools. * Develop improved/transparent managerial system. * Liaison between DANESH, British High Commission, and all project staff. * To establish efficient linkage with all development Govt. Line agencies and NGO’s at Mastung District. * Develop plan of action for Community Mobilizer and Master Trainers. * To Secure the Assets of DANESH/MCP at Field level. * Ensure the effective monitoring and report writing of the Project activities. * Ensure the timely submission of the Monthly reports on the approved format. * Ensure the update record of Financial and Administrative matters. * Ensure the proper use of vehicle, telephone and other office items. | |
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| **2004 –2006** | **Islamic Relief** |
| **Resource Person** | |
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| * Give training on Health & Hygiene to IR staff and 52 communities of District Kharan. * Give training to children and their mothers on Health & hygiene. * Give training to communities on water & sanitation. | |
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| **2005 – 2006** | **WPS (Women Political School), UNDP Islamabad** |
| **Resource Person/Master Trainer** | |
| * Conducted Women Councilor training through out Balochistan. * Training of Women Councilor on their responsibilities. * To write detail reports on the evaluation of training. * Select Councilor for Master Trainer. * Developed manuals for trainers of Women Political Participation & WPS. | |
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| **2002 – 2004** | **UNDP (Women Political Participation Project W3P)** |
| **Research Analyst /As A Master Trainner/As A Provincial Coordinator** | |
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| * Conducted Women Councilor training through out Balochistan. * Training of Women Councilor on their responsibilities. * To write detail reports on the evaluation of training. * Management of Logistic of training. * Select Councilor for Master Trainer. * Developed manuals for trainers of Women Political Participation Project. | |
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| **Jul, 2002 – Sep, 2002** | **CIET** |
| **Field Supervisor** | |
| * Collect opinion of community about new local setup Government system. * Introduced citizen community board. * Conduct Focus group discussion for CCB nomination. | |
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| **Jul, 1999 – Aug, 1999** | **PIDS** |
| **Health & Hygiene. School Hygiene Program.** | |
| **Master Trainer** | |
| * Conducted trainings on FLAAHE and Gender at various Districts of Balochistan. | |
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| **Sep, 1999 – Dec, 1999** | **SCSPEB** |
| **Coordinator** | |
| * Involved in arranging and conducting various training activities such as TBA, Health Hygiene, and caretaker of HP and Micro credit Programme. | |
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| **Jan, 1998 – Jun 1999** | **BRUWAS** |
| **Hygiene Education Promoter** | |
| * Make a community contact group VCG male or female. * As a facilitator conducted training on Gender. * Implementation of hand pumps and house hold latrine. * Conducted Health & Hygiene training at all districts of Balochistan. * Conducted the refresher training for community involvement at Khuzdar, Uthal and Bela. | |
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| **Experience as a Master Trainer/Resource Person** | |
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| **2008 – 2009** | **UNICEF** |
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| * TOT of SSHE Training by UNICEF conducted in 7 district of Balochistan i.e. Bela, Uthal, Khuzdar, Pishin, Sibi, Harnai, Zhob. | |
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| **2004 – 2006** | **WESS** |
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| * Training conducted on CMST, LMST & PRA. * Conducted health and hygiene trainings sessions for schoolteachers. * Hygiene session programmed at Loralai. | |
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| **2003 – 2006** | **BRSP** |
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| * Training conducted on Community Management Skill Training (CMST). * Training conducted on Health & Hygiene, TBA, Nutrition, and Water & Sanitation. | |
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| **2003 – 2006** | **Islamic Relief** |
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| * Training conducted on CMST. * Training conducted on Health & Hygiene, TBA, and Water & Sanitation. | |
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| **2005– 2009** | **UNDP WPS (Women Political School), Islamabad** |
| * Conducted Women Councilor training through out Balochistan. * Training of Women Councilor on their responsibilities. * To write detail reports on the evaluation of training. * Management of Logistic of training. * Select Councilor for Master Trainer. | |
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| **2009-2010** | **CRS Catholic Relief Service** |
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| * Conducted training on GLMST (Group Leadership Management Skill Training) * Conducted training on Enterprise Marketing. | |
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| **2009-2010** | **Balochistan Education Foundation** |
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| * Conducted training for private and community schoolteachers on school management & teaching methodology. | |
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| **2009-2010** | **GBG (Gender Based Governance System) by UNDP** |
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| * Conducted training for union councilor Secretaries, Nazim& Councilors | |
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| **Manuals/Curriculums Developed** | |
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| * SSHE (School Sanitation Health Education) * CLTS (Community Led Total Sanitation) * Health & Hygiene (Six Steps Curriculum by using PRA method). * Community Management Skill Training (CMST). * Leadership Management Skill Training (LMST). * Household Resource Management (HRM). * Health & Hygiene (Personal, Demostic, Environmental and Water & Sanitation) * Business Development Skill (BDS). * Community Health Worker (CHW). * Gender. * Councilor’s Training. * Beautician. * Agriculture & Live Stock. * GLMST Group Leadership Management Skill Training. * Teacher Training. * CCB | |
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| **Experience as a Gender Specialist** | |
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| * Formulate community mobilization and GAD strategies for involvement of women in the project activities and local development management. * Facilitate training for programme staff and members of the communities in areas related to social mobilization and gender development. * Identify gender issues that arise from the appraisal and subsequent development proposals and make modifications in cooperation with other specialists.. * Prepare/propose interventions in communities to overcome gender imbalances or biases and ensure all other development interventions / packages are free of gender imbalances. * Provide guidance and advice to ensure that solutions are beneficial to men and women alike and suitable for both. * Assist in the organization of the participatory appraisal of village communities and preparation of rolling work plan. * Assist in the selection and training of social mobilizers. * Plan intervention consistent Gender Policy 2002 – Women Empowerment for Equality. * Supervise/oversee the work of Community Development Specialists Vis a Vis formation and functioning of community organizations. | |
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| **Trainings Conducted** | |
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| * Conducted training with UNICEF on Health and Hygiene in different Districts of Balochistan. * Conducted training with SSHE on Health Education and Sanitation. * Worked as Master Trainer in 6 districts (Pishin, Kalat, Khuzdar, Lasbela, Sibi & Harnai, and Zhob. * Community Management Skill Training (CMST). * PRA. * Leadership Management Skill Training (LMST). * Business Development Skill (BDS). * Household Resource Management (HRM). * Community Health Worker (CHW). * Health & Hygiene. * Care Taker. * Gender. * Advocacy. * Community Citizen Board (CCB). * Councilor’s Training. * Agriculture & Live Stock. * Beautician. * Teacher Training 15 days. | |
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| **TRAININGS RECEIVED** | |
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| * 4 days training on Gender Based Union Council Management by UNDP held at National Institute of Management Karachi from Jan 19 – 22, 2009. * 15 days training of Women Councilor held by W3P Project UNDP at Islamabad. * 10 days interactive evaluation workshop held by W3P /UNDP at Islamabad. * 7 days training of Researcher and coordinator held by W3P /UNDP at Lahore. * 20 days training in Islamabad on RHSA center held by NIPS. * 5 week training in Islamabad on Evaluation of National Programme for family planning and primary health care Collaboration with ministry of health Islamabad held by Population Council Islamabad. * Leadership skill for the development management. * Training on working and non-working women in Quetta held by AERC. * Training on family planning held by PC in Islamabad. * Health education and Aids by FPAP. * 3 days training on FLAAHE held by PIDS. * 15 days training on Participatory Poverty Assessment held by IDSP at Quetta. * 3 days training on Gender and Environment held by IUCN at Serena Hotel at Quetta. * 5 days training on Gender and Development by BRUWAS. * SSHE School Sanitation Hygiene Education by UNICEF. * TOT (cycle-2) BESP Phase -11 Held NRSP Islamabad. * TOT (cycle-3) BESP Phase -111 Held NRSP Islamabad. * TOT 7days Module Development by UNDP. * TOT on Gender Based Governance System Project by UNDP. * TOT Gender Based U/C Management Training Module by UNDP. * Receive Training Institute of social sciences (ISS) at Muzafarabad for Midterm Review of SOP. | |
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| **Survey** | |
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| * Conducted survey with population council Islamabad in different districts of Balochistan on evaluation of national programme for family planning and primary health care as a supervisor. * Conducted survey with NIPS Islamabad in different district of Balochistan as a supervisor. * Conducted survey with SDPI Islamabad in different district of Balochistan. * Conducted survey of hazara town at random basis on health education. * Conducted survey for all the kachi abadies of Quetta on water and sanitation. * Conducted survey with AERC on working and non-working women in district Quetta and Mastung. | |
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| **As a Consultant** | |
| 1-Evaluation of Project Good governs, Human Rights, Democracy, (SPO) Strengthening Participatory Organization. As consultant through (ISS) Institute of Social Sciences, Lahore.  2-Conducted FGD Focus Group Discussion &. Interview with SOP Partner Organization.  3-Evaluation of new born, mother & child project (PAMAN) as consultant (AAA) Arjumand Association.  Conducted FGD & Interview with community and Leady doctor, LHV, LHW, TBA.  4-Evaluation of project Local Govt System as consultant through ISS.  Conducted FGD & Interview with Nazim councilors. | |
| **SKILLS** | |
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| * Communication Skill. * Interpersonal Skill. * Leadership Skill. * Can operate Telephone, Fax, Photocopies, Printing devices, etc. | |
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| **COMPUTER LITERACY** | |
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| MS–Office, Internet, E-mail. | |
| **REFERENCES** | |
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| * **Ms. Mussrat Qadeem,** Project Researcher of W3P, H#32, Street# 30, F-8/1, Islamabad. Ph# 92-51-2264938-9 * **Dr. Younas Baloch**  Provincial Director UNICEF Quetta. Ph# 92-51-2264938-9 * **Mr. Parveez Executive Director** WESS Office Quetta   28-A, Chaman Housing Scheme, Quetta. Ph# 92-81-2824741.   * **Ms. Shahnaz Kapadia Rahat,** Chief Executive Offier, Plot# 11-13, Raja Iftikhar Sabri Street,, Islamabad. Ph# 92-51-2230895. * **Mr. Amjad Rasheed**   **Executive Director Taraqee Foundation**  **Rafiq Jafar Consultant (ISS) Lahore.**  Ph# 041-5834717 | |