

Ambreen Dossani

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PROFILE

A passionate International Development practitioner specialising in Project Development and Management, Monitoring, Evaluation & Learning (MEL), and Grant Management/Reporting with global experience including East Africa, North America & South Asia:

- Research and programme management experience in youth development, education & health sectors
 - Proven skills in proposal writing, programme management, and delivering high quality reports
 - Languages: Bilingual in English and Urdu; beginner French and Swahili
 - IT / Software: MS Office (including Word and Excel), Impact Evaluation (STATA)
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EDUCATION

Brandeis University - The Heller School for Social Policy and Management | Boston, USA 2013 – 2015
MA/ Sustainable International Development

The University of Toronto | Toronto, Canada 2004 – 2008
BA/Economics

PROFESSIONAL EXPERIENCE

The Archimedes Project | Boston, USA Oct 2015 – Mar. 2016
Monitoring, Evaluation & Learning Consultant

Conducted research on impact evaluation practices to increase access to water and sanitation facilities in developing countries through social enterprises:

- Designed organisational and project-specific Performance Measurement Frameworks
- Developed an Entrepreneur Guide to help social entrepreneurs measure the impact of their projects
- Facilitated the development of MEL protocols and tools for social enterprises

Aga Khan Foundation | Tanzania Sep 2014 – Feb 2015
Madrassa Early Childhood Program-Zanzibar (MECP-Z)
Programme Manager (Practicum Placement)

Provided strategic inputs in developing MECP-Z's 5-year organisational strategy, together with programmatic support for multiple MECP-Z projects on Early Childhood Development (ECD); with special focus on improving the quality of pre-primary education and producing state certified teachers:

- **Programme Management:** Collaborated with multiple stakeholders, including governmental agencies, international donors and local target audiences to develop cohesive solutions to multi-sectoral problems. Acted as a liaison between the head office, field offices and donors. Tracked budgets, provided financial oversight for projects and facilitated the development of key project deliverables
- **Monitoring, Evaluation & Learning (MEL):** Facilitated the development and implementation of organisational and project-specific MEL frameworks & tools, and provided technical MEL oversight
- **Proposal Development:** Conducted extensive research and facilitated grant writing activities for prospective donors, including detailed budgets and financial planning
- **Portfolio/Grants Management:** Assumed grant management role for multi-million dollar projects
- **Donor and Organisational Reporting:** Developed detailed reports for the Country Headquarters, Regional Headquarters, and Donors for various programs including pre-primary education, teacher training, and provision of health services
- **Capacity Building:** Developed annual organisational and individual work plans to encourage regular monitoring. Trained local staff in effective project implementation, monitoring and reporting

Aga Khan Development Network (AKDN) | Toronto, Canada
Rah-e-Kamyabi Initiative
Programme Manager

2012 – 2013

Designed and implemented a mentorship programme for Central Asian immigrants in Canada providing support in areas of education, career development and life skills:

- Recruited, selected and led a team of 17 mentors to deliver the objectives of the project
 - Implemented tools to gather regular mentor input in order to monitor the progress of the project
 - Developed mentor handbook and training materials in collaboration with other AKDN institutes
 - Delivered mentor orientation and training workshops
 - Coordinated and facilitated monthly mentee workshops
- Conducted programme evaluation and development progress reports for institutional donors

Habib University Foundation (HUF) | Karachi, Pakistan
University Planning Associate, Institutional Governance Department

2011 – 2012

Researched best practices of universities worldwide to draft governance documents for Karachi's first Arts and Sciences University:

- Designed and developed periodic progress reports for the Board of Directors and Donors
- Developed and implemented Human Resources, Finance & Administration policies and procedures in the University Foundation
- Generated the first draft of University Regulations, Student & Faculty handbooks and finalised the University Charter
- Served as an overarching link between all seven university planning departments to ensure adherence to the mission of the Foundation

Aga Khan Fund for Economic Development (AKFED) | Karachi, Pakistan
Industrial Promotion Services (IPS)
Consultant

2010 – 2011

Conducted a feasibility study and reported findings to assess the profitability of mid-size farm units in the Sindh province:

- Collaborated with local staff and farmers to understand the root causes of their problems
- Facilitated design of a more efficient and cost-effective delivery system for local farmers

Cortex Applied Research Inc. | Toronto, Canada
Research Associate

2008 – 2010

Conducted research studies, including a Governance Benchmarking Study for Canadian universities and corporations to set best practice standards for pension plans:

- Developed, tested, implemented and evaluated information gathering tools
- Developed research reports and presented recommendations
- Conducted policy audits for pension plans across North America to identify best practices

VOLUNTEER EXPERIENCE

Aga Khan Development Network (AKDN)

Community Center – Teacher / Coordinator USA, Canada and Pakistan	2009 – 2016
Women's Development Portfolio Canada	2009 – 2010
Youth Portfolio Canada	2009 – 2010
World Partnership Walk Canada	2005 – 2010