

MUHAMMAD SUFYAN

Permanent & Mailing Address: Dullu Khurd 21 Km Ferozepur Road, P.O. Nishtar Colony Lahore.

Cell: -0313-8887430 **E-mail:-** m.sufyan4u@gmail.com

Synopsis: I have more than thirteen years of experience in designing and managing the Rights based projects, leading the fields teams in development and humanitarian response, Advocacy and Networking , conducting Surveys, **training need assessment** , **training material development**, mainstreaming Quality and Accountability Commitments , monitoring, evaluation and audits of projects . I have been working throughout Pakistan and Afghanistan. I have managed/coordinated more 10 projects on Education, , WASH and Livelihood. **I have organized, designed, facilitated and co-facilitated over 90 workshops** and training sessions for private and public sector organizations. Specifically, conducted numerous sessions on Quality and Accountability (Sphere , HAP, PiA) trainings and ToTs .

WORK EXPERIENCE

- **Senior Project Officer – Quality and Accountability ,
June 14, 2013 – continued** **Community World Service Asia**

Key responsibilities :

- Planning, implementation, monitoring and management of projects comprising of Quality and Accountability (Q&A) (HAP, Sphere, INEE, People in Aid), DRR and Humanitarian Protection projects, at sub-regional and regional level.
- Conducting orientation, trainings and workshops on Q & A in local languages and English
- Conducting assessments, reviews, planning, monitoring, evaluation and audits of projects at sub-regional and regional level.
- Exploring funding opportunities and developing proposals to raise funds for the sustainability of Q&A related capacity building activities at sub-regional and regional level.
- Conducting and following advocacy and lobbying activities related to Q&A initiatives with all potential stakeholders to raise awareness on standards and principles of Q&A and to expand network.
- Networking and coordination with partners and other Q&A initiatives such as URD GROUPE, INEE, and NGOs, INGOs, UN and Govt officials; attend UN cluster meetings and other forums when required.
- Ensuring visibility of SHA initiatives at sub-regional and regional level

Master Trainer for Training of Election Staff April-May, 2013 – continued **UNOPS**

Regional Manager, A project of UNICEF and Ali Institute of Education , **2006 –2013**

Key Responsibilities

- Member of Quality Education Development Programme Team that was awarded with International UNESCO-Hamdan Bin Rashid Almaktoom Prize for Outstanding Practices in Enhancing the Effectiveness of Teachers for year 2010. This programme was initiated with the support of UNDP in 1997.
- Strategic Project Planning, management and implementation of the Unicef's Child-Friendly School (CFS) Project in 5 divisions of Punjab. This Concept revolves around peace, value, participation and community development
- Lead the field Teams including Social Mobilization team at Divisional and District Level
- Technical support to the District, Provincial technical committees and institutions like Directorate of Staff Development (DSD), Programme Monitoring and Implementation Unit (PMIU), Punjab Examination

Commission (PEC), Punjab Education Sector Reform Programme (PESRP) ensure Access, Governance and Quality in education sector for the most marginalized and disadvantaged Groups in Punjab.

- Prepare project status reports required for donors, budget review, and programme analysis, annual reports etc. for further Resource mobilization.
- Conduct periodic programme reviews with the government counterparts and other partners. Carry out result based monitoring, prepare and/or undertake action on operational procedures affecting project implementation and management.
- Organize and conduct trainings of government educational managers on School Leadership, School Self-Assessment and Planning.
- Facilitated in sensitizing the Provincial Department of Education, Punjab Monitoring and implementation Unit (PMIU), Directorate of Staff development, District Education Departments, School Health and Nutrition Supervise and Social and Welfare Department on CFS at large scale to strengthen the ownership.
- Conducted training of Implementing Partners of UNICEF Emergency Response Programme on INEE

Project Coordinator Ali Institute of Education , Lahore

2003- 2006

Key Responsibilities:

- Manage the 3 Projects in district Khanewal, Kasur and Jhang
- Provide support in the development of appropriate communication and information strategies and material to support advocacy and programme development.
- Conduct Training needs Assessments and Follow up of trainings
- Networking and coordination with partners
- Coordinating with other projects and departments to implement capacity building events.
- Conducting orientation, trainings and workshops on School Standards
- Assisting to manage database management systems
- Arranged provincial Seminars on Education

Major Professional Consultancy / Technical inputs

- Technical Services and Quality and Accountability Audit of the projects of CHEF International
- Technical Services for International Medical Corps Pakistan and Afghanistan to develop Accountability Self-Assessment , development of Accountability Framework and Complaint Response Mechanism
- Conduct series of trainings on election process (s) and procedures to batches of Presiding and Assistant Presiding Officers for **United Nations Office for Project Services (UNOPS)**
- Technical support provided to UNICEF country office team to Prepare minimum criteria for Child Friendly Emergency Spaces for UNICEF Emergency Programme based on the National CFS Standards
- Technical Inputs provided to UNICEF's Country Office, Pakistan in developing Rights based National Child Friendly Schools' Standards
- Technical support provided to the Provincial and District Working Groups on CFS to prepare District Action plans integrating Health, Hygiene, Child Rights and Protection components.
- Provided technical inputs in a series of consultative dialogues conducted by the Directorate of Staff Development (DSD)

EDUCATION

- *Postgraduate Diploma in Labour Laws (DLL)* : University Law College, University of the Punjab , Lahore 2011-12
- *MBA (HRM)*: Institute of Business Administration Punjab University, Lahore 2009-2011
- Postgraduate Diploma in Teachers Professional Development from Ali Institute of Education , 2008
- Master of Computer Sciences : 2000-2001

Project Coordinated / Completed

- Improved Humanitarian Response through Strengthened Capacity of Field Staff Working in Complex Operations - DNAIDA Project

2015

KPK | Pakistan

- Child Friendly Schools -Primary Education Project in 36 Districts of Punjab
Regional Manager Education 2010-2012
Punjab | Pakistan
- Community Based School
Project Coordinator 2007-2010
Dharaki | Pakistan
- Child Friendly Schools -Primary Education Project in 36 Districts of Punjab
Lead the Social Mobilization Team 2006-2008
Rahim Yar Khan, Rajunpur, Mianwali, Sargodha, Kasur and Shiekhupura | Pakistan
- WASH, Livelihood and Whole School Development Project
Project Manager 2006-2010
Kasur | Pakistan
- Health Hygiene and School Development Project
Project Manager 2004-2005
Jhang | Pakistan
- Girls Education Project
Project Coordinator 2003-2004
Khanewal | Pakistan
- Translation of Quality and Accountability for PCM in Urdu & Dari
Lead the Process of Translation, Review & Finalization 2014
Pakistan
- Quality & Accountability Audit
Lead the team of Auditors 2014
Kohat | Pakistan

Training Conducted/ Facilitated

Sr.#	Training Title	Date	Venue
1	Enhancing Quality and Accountability Throughout Project Cycle Management	Jan 19-23, 2015	Bangkok, Thailand
2	Training on HAP for International Medical Corps Staff	Jan 11-12, 2015	Kabul, Afghanistan
3	Training on Mainstreaming of Local Capacities in Peace and Do No Harm Approach	Nov 29 to Dec 06, 2014	Kathmandu Nepal
4	Training on 'Using Sphere Minimum Standards for WASH and Food Security & Nutrition	October 14-16, 2014	Hyderabad, Pakistan
5	Training on 'Increasing Accountability Using Sphere Minimum Standards'	August 24-26, 2014	Kabul, Afghanistan

6	Training on ‘ Standardization of Policies & Procedures and Accreditations’ (HAP, People in Aid, PCP and ISO)	August 06-07, 2014	Multan, Pakistan
7	Sphere Mini-Audit of Livelihood Project	July 20-23, 2014	Kohat , Pakistan
8	Training on ‘ Standardization of Policies & Procedures and Accreditations’ (HAP, People in Aid, PCP and ISO)	May 20-21, 2014	Hyderabad, Pakistan
9	Training on Development of Accountability Framework for IMC Staff	April 28-30, 2014	Islamabad , Pakistan
10	Workshop on Guided Self-Assessment as per HAP and Sphere for IMC Staff	April 23-25, 2014	Islamabad , Pakistan
11	Training on HAP and Sphere Standards for International Medical Corps (IMC) Staff	March 25, 27, 2014	Peshawar, Pakistan
12	Core Humanitarian Standards Feedback Session	18-Mar-14	Hyderabad, Pakistan
13	Training on Sphere Minimum Standards and Person with Disabilities	March 04-06, 2014	Peshawar, Pakistan
14	Training on ‘ Standardization of Policies & Procedures and Accreditations’ (HAP, People in Aid , PCP and ISO)	February 25-26, 2014	Islamabad, Pakistan
15	Training on Humanitarian Governance and Advocacy	February 18-20, 2014	Peshawar , Pakistan
16	WASH Capacity Building Workshop on Sphere and HAP for Indus Consortium Partners	January 20-25, 2014	Islamabad, Pakistan
17	Training on HAP and Sphere Standards for LASOONA Staff	November 26-28, 2014	SWAT, Pakistan
18	Training on Complaint Response Mechanisms	October 29-31, 2014	Hyderabad, Pakistan
19	Introduction to Sphere and its Applications	August 26-28, 2014	Kabul, Afghanistan
20	Training of Trainers on Innovative Teaching Methods	December 20-31, 2013	Khiarpur Pakistan
21	Training of 300 AEOs, 150 Dy.DEOs, 90 TEs , 371 DTEs, 321 Markaz Coordinators and 200 + NGOs officials on Child Friendly Schools Standards and School Self-Assessment and Planning	2009-2012	36 District of Punjab , Pakistan
