## **CV of Mrs. Zubaida Hussain**

Appartment No 2, Aram Mahal, Main Bani Gala Road, Islamabad

Email: zubaida102@yahoo.com

Cell: 03007189286

**Introduction**

I have experience of working with national and international organizations and universities. I have diverse experience and gained diverse capabilities during my career however my expertise is specially developed in Business Development including grant proposal development, Community Development, M&E, Research and Training design and conducting the trainings. I have taught in universities and earned the reputation of a good teacher.

I have conducted many researches for different organizations and am aware of full cycle of research activities. I have studied research methodology at Masters Level. I am also the writer of first ever Urdu volume of participatory research methodologies.

I have been resource persons for at least 33 trainings on gender issues, project proposal development, budget development and management and gender issues and concerns in road sector development. I also conducted three trainings on social assessment for Communication and Works department staff in Quetta, Baluchistan.

I have planned, organized and coordinated the activities of social service program and community outreach programs. I managed program or organization’s budget and policies regarding participant involvement, program requirements, and benefits. I am also comfortable with computer and different software.

I am human rights, women’s rights and child rights activist and have in-depth knowledge of women’s rights and child rights issues and problems in Pakistan and at international level. Have undertaken many researches on the issues of girl child and worked on the projects to promote the rights of child in accordance with the international conventions.

**Education**

* MPhil Project Management, COMSATS, Islamabad (thesis in progress)
* MSc in Economics, Quaid-e-Azam University, Islamabad
* MSc in Rural Development, Wye College London and Jamshoro University Sind Collaborative Program

**Experience in Project and Organizational Management**

**Program Coordinator, Shirakat-Partnership for Development, Islamabad, 2010 to 2015,**

**Responsible for:**

1. Business development
2. Managing and monitoring the teams working in different projects under different programs including peace building, climate change and women, alternate energy sources, sustainable livelihoods program for young girls;
3. Program development
4. Liaison with donors and implementing partners of Shirakat
5. Supervision of Finance/Administration matters/procurement
6. Analysis of projects and programs in GBV context
7. Meetings with donors
8. Strategic planning and development
9. Resource mobilization
10. Work closely with Executive Director in writing proposals and final project reports
11. Adaptation of parenting skills modules in context of Pakistani cultural values, designing of training module for parents, planning & conducting home visits for activities with parents and children.
12. Facilitation of trainings on dispute resolution skills for university students and Gender Equality for school children.
13. Designing of training materials like, training need assessment (TNAs) tools, training manuals, training booklets and training programs on GBV and human rights.
14. Supervision of designing for advocacy materials for gender based violence like posters, pamphlets and booklets
15. Facilitation for trainings on GBV and human rights, dispute resolution skills and Gender equality
16. Report writing
17. Oversee data collection and research work.

**Development VISIONS, Multan**, Sep. 1997 - to June 2005

**Manager Programs**

Development VISIONS is a development support services organization. I have been managing the work of the organization for about 8 years.

Responsibilities include but not limited to:

1. Project Proposal Development
2. Programme/ Project Planning, Implementation, Monitoring and Evaluation
3. Capacity building
4. Result based Management
5. Conflict Resolution
6. Budget development and management
7. Networking with donors and other national and international organisations including government and non government organisations
8. Report writing

**Trainings organized and conducted**

* **One day training on Reflective Practices for Taangh Wasaib Organisation Sargodha**
* **Two Three day Trainings on business development for ICCO-Cooperation in Sargodha**
* **Three day Training for Asia Foundation Small Grants Partners on Advocacy and Documentation for Human Rights Violations, 14-16 December , 2015**
* **Two days training of Trainers for Doaba Foundation on Managing the Children’s Clubs 23-24 of November, 2015**
* **One day training for Public Welfare Organisation on Case Study Development for Human Rights Watch Group, 27th November**
* **Three day Training for Asia Foundation Small Grants Partners on Documentation and Reporting of Human Rights Violations, 14th to 16th September 2015.**
* **Three Days Training on Qualitative Research Methods for Students of Department of anthropology, Arid Agriculture University Islamabad.**
* A three days training on Qualitative Research Methods was conducted in the University for students of Anthropology Department, Islamabad. The participants were from MS and BS classes.
* **One day training on Reflective Practices for Taangh Wasaib Organisation Sargodha**
* **Three day Training for Asia Foundation Small Grants Partners on Advocacy and Documentation for Human Rights Violations, 14-16 December , 2014**
* **Two days training of Trainers for Doaba Foundation on Managing the Children’s Clubs 23-24 of November, 2013**
* **One day training for Public Welfare Organisation on Case Study Development for Human Rights Watch Group, 27th November**
* **Three day Training for Asia Foundation Small Grants Partners on Documentation and Reporting of Human Rights Violations, 14th to 16th September 2014.**
* **Three Days Training on Qualitative Research Methods for Students of Department of anthropology, Quaid-e-Azam University Islamabad.**
* A series of training on conflict management and peace building with students of five universities in Islamabad and Rawalpindi
* .

**Experience in Research and Evaluation of Projects**

**Team Lead, Post Project Evaluation of “Creating Livelihoods for religious minorities in Sargodha” for Taangh Wasaib Organisation in Sargodha.**

**Consultant: Planning and implementing for the project inception phase-women’s leadership in social reconstruction; September to October, 2014**

**Project Coordinator, “A development diagonostic for 40 Union Councils in 4 districts of Balochistan” BRSP, funded by EU, March 2014 to date.**

**Team Leader, Development & Publication of Position Paper on WASH Budget at District level, District Muzzafar Garh, for AGAHE, Lahore, Pakistan.**Researched and wrote a position paper for awareness creation among different stakeholders.

**Deputy Team Leader, Research on the situation of Domestic Workers in Islamabad, for Shirakat-Partnership for Development, Islamabad, Pakistan.** Did field research, data analysis and repor writing of **“**Final Evaluation of PEFSA III” for Save the Children April 2013 to August 2013. Conducted KIIs with the TMA and District Disaster management authority staff. Analyzed the data and wrote an analytical report.

**Team Leader, Evaluation of the project “Livelihood recovery, clean water and good hygiene practices in Thatta (LWHT) District, Sindh Province, Pakistan”, March 2012,** undertook an evaluation of the project. Project had a large component on WASH. I was responsible for preparing the work plan, preparation of tools, undertaking the field work, writing the report, and attending all the consultation workshops in this regard.

**Team Leader, Evaluation of ECHO funded “Provision of multi sector humanitarian assistance to the Flood and Conflict Affected Population in Pakistan, Islamic Relief, Islamabad, Pakistan, April 2012.** Undertook an evaluation of the project. Was responsible for preparing the work plan, preparation of tools, undertaking the field work (KIIs and FGDs) , writing the report, and attending all the consultation workshops in this regard

**Team Leader, Khwendo Kor, A research Study on the Effects of Conflict on Girls Education, June 2011. (Consultant),** Did the study single handed (from planning to conducting field work involving KIIs and FGDs and writing the report)

**Team Leader, Khwendo Kor, Evaluation of J.A. Clark Self Help Project, April to May 2011 (Consultant),** Undertook the evaluation single handed. Conducted KIIs and FGDs and wrote an analytical report.

**Coffey International “Annual Review of Humanitarian Assistance to those affected by Conflict and flood “programme”**March 09 to 21st March 2011,**Gender and Diversity Advisor (Consultant)-**Researching the gender perspective on DFID funding through Focus Groups with NGOs, write a report and hold meetings with the team.

**Team Leader, National Commission on the Status of Women,** 1st Sep 2010 to 26th Sep 2010, ***Consultant,*** Conducted an impact assessment of the project "Public Private Partnership-End Honor Crime". The work involved planning the research, collect data from the field by conducting KIIs and FGDs, do analysis and write an analytical report.

**Researcher: “Textile Industry and impacts of load shedding in Pakistan”** 20th February to 20th March, 2010, Undertook the research and wrote the report to be used in a documentary.

**Researcher “Export potential of dates in Pakistan” funded by USAID,** 6th January to 20th January 2010, Undertook research, and wrote a report to be used in a documentary film by the Firms project funded by USAID in Pakistan.

***Baluchistan Road Sector Development Project funded by Asian Development Bank, (6 months input),*** July 2006 to Dec. 2009, ***Social/Gender Specialist (Consultant),*** Conducting an Initial poverty assessment of 27 roads included in the project. It includes preparing the work plan, preparing the tool for collection of data, managing the survey, analyzing the data, and writing a report. Training provided to Communication and Works Department staff in social assessment, gender issues and concerns and monitoring and evaluation of the projects.

**Social Sciences Research Centre, Bahauddin Zakariya University, Multan,** August 2003-June 2005, ***Consultant,*** Responsible for setting up a research centre at the Institute of Management sciences to foster research activities in social sciences and promote research culture in the university. Developed the proposal for setting up a folk museum at the university as well.

Also worked in the university as **visiting faculty member** and taught courses on Gender, Community Development, Research Methods and micro and macro Economics.

**Experience in Manual Development**

**Development of a manual and Trainings in all the provinces on “Proposal development and writing” Seeking Honor and Dignity (SHAD) , Consultant, January 2012**

Designing and holding trainings on proposal development and proposal writing for small NGOs in Pakistan. These trainings are specially designed for small NGOs.

**Shirakat Partnership for Development, Urdu Translation of Police Training Manual on GBV, September 2011,**

**RIZ Consulting, Developing two training manuals for Peshawar Institute of Rural Development on Gender and Communication and Gender and Gender based violence, July to August, 2011,** Developed training manuals with training modules for every session

**Insan Foundation ‘Development of a Training Manual on Women, peace and Security,**

**March-April, 2011,** Research and write a training manual on women, peace and security to be used by organizations and individuals for conducting trainings on women peace and security.

**Experience as Gender Expert**

**Baluchistan Road Sector Development Project funded by Asian Development Bank, (6 months input), July 2006 to Dec. 2009, Social/Gender Specialist (Consultant),** Conducting an Initial poverty assessment of 27 roads included in the project. It includes preparing the work plan, preparing the tool for collection of data, managing the survey, analyzing the data, and writing a report. Training provided to Communication and Works Department staff in social assessment, gender issues and concerns and monitoring and evaluation of the projects

**Southern Punjab Basic Urban Services Project (SPBUS), Directorate of Katchi Abadis and Urban Improvement, funded by the Asian Development Bank.(18 months input),** June 2005 to 2007, ***Gender Specialist***

The work was carried out in 21 Tehsils of Southern Punjab. The responsibilities included the following:

Monitoring gender concerns in the project.

Preparing a monitoring system for district government to monitor gender concerns in the project

Training women councilors on the monitoring and evaluation of development projects with special reference to gender

Training to Tehsil Management staff for retaining the women staff;

Training to Women councilors on rights and duties as elected representatives;

Training Women Councilors on addressing gender concerns in planning, implementation, monitoring and evaluation of development projects

Formation of a women councilors’ alliance in southern Punjab

**Experience in Teaching**

* Have taught micro economics, industrial policy analysis, gender studies, community development and research in Bahauddin Zakariya University Multan.
* Have taught a short course on Community Development in COMSATS Islamabad.
* Given lectures on training management in Sargodha University

**Other Work Experience**

**Trainer: “Training of Trainers on Advocacy in Wash Projects” Scope Karachi,** 4th April to 9th April, 2010, I was the main resource person. This workshop was held for about 26 participants from all over Pakistan.

**Shirkat Gah, Lahore.** June 1992 - Aug. 1997, **Urdu Publications Officer**

Responsible for all the Urdu publications

Translation of important items in Urdu

Dissemination of printed material to other organisations

Organising the workshops and seminars for dissemination of information

Planning and conducting field research

Data analysis, tabulation and report writing.

**Aurat Information and Publication Service Foundation, Lahore,** Feb. 1988 - May 1992

**Economist and Researcher**

Field research and data tabulation

**Ministry of Kashmir Affairs and Northern Areas, Government of Pakistan, Islamabad.** Feb. 1985 - Jan 1988, **Planning Officer,** Responsibilities included scrutiny, monitoring and evaluation of development schemes proposed by/for the Azad Jammu and Kashmir Government.

**Ministry of Food, Agriculture and Cooperatives, Islamabad***,* Jan 1982 - Dec. 1984, **Statistical Assistant,** Responsibilities included processing of data for the Crop Forecasting Report, Cost of Production of Crops and the Agriculture Statistics of Pakistan 1982-83.

**RESEARCH PROJECTS**

* Impact assessment “Public Private Partnership-End Honor Crime’ implemented by NCSW, September 2010.
* Initial Poverty Assessment of 27 roads in Baluchistan, Pakistan, funded by Asian Development Bank
* Researched and wrote 40 case studies of newly elected women councillors in Pakistan
* Child Abuse in The Government Schools of Multan City
* Customary Practices in Pakistan. Research conducted under Women and Law Country Project, Pakistan, Shirkat Gah/WLUML, 1993.
* Pre-formulation Mission for a Women’s Small Enterprise Development Project in Punjab, Punjab Small Industries Corporation and Netherlands Embassy, Islamabad. 1991.
* Testing New Methodologies for Preparing a Database for Rural Women, FAO, Bangkok. 1990.
* Women, Religion and Social Change. Inter-regional study, Research Associate, ICES Colombo, 1989-1991.
* Women in the Industrial Labour Force. Research Associate, PILER-Shirkat Gah Lahore, 1988-1990.
* Evaluation of Adult Literacy Programme in Punjab, Research Associate, Salvation Army Headquarters.
* Diversification of Women’s Employment and Training in Pakistan, Research Associate, APSDEP-ILO, Islamabad.,
* Evaluation of GTZ’s Technical Training Centre for Women, Lahore.
* Action Plan and Legislation on Home-Based Piece-Rate Workers.
* Employment Absorption Patterns for Women in Industry and Services in Pakistan.
* Financial Information Requirements of Women., Aurat Foundation , Lahore
* Effective Methods of Dissemination of Information Regarding Women’s Legal Rights, Aurat Foundation, Lahore.
* Functional Task Analysis of the Family Welfare Centres, Population Welfare Division, Islamabad and ODA. Nov. 1984 to March 1985, Research Team Leader.

**PUBLICATIONS**

* Position paper on WASH budget in district Muzzaffargarh for AGAHE, Lahore
* Impact assessment “Public Private Partnership-End Honor Crime’ implemented by NCSW, September 2010."Winds of Change", a 248-page book comprising of 40 women councilor's success stories from across the country jointly written with Khalid Hussain; awaiting publication by Pattan Development Organization, Islamabad.
* “PRA Compendium” a 350-page reference book in Urdu on qualitative research methodologies;
* “Indus Basin Irrigation System” 48-pages booklet in Urdu published by Development VISIONS, Multan-Pakistan 2001
* “Water Policy:Time to Review Issues and Options” 196-pages book in English co-edited with Khalid Hussain published by Development VISIONS 2000
* “Khoorak ki Aaloodgi”, an eight-page booklet in Urdu, was published by Aurat Foundation, Lahore in 1988.
* “Fundamentalism and Secularism”, the Urdu translation of the Second C.A. Qadir Lecture by professor Karar Hussain was published By Shirkat Gah Lahore in 1993.
* “WLUML Dossier No. 1 Volume 1”, in Urdu was co-translated with Khalid Hussain and was published by Shirkat Gah, Lahore in 1992.
* “Annual Report 1994-95 Resource Development Programme”, South-Asia Partnership-Pakistan (SAP-Pk), Lahore.
* “Annual Report 1995-96 Resource Development Programme”, South-Asia Partnership-Pakistan (SAP-Pk), Lahore.
* “Annual Report 1996-97 Resource Development Programme”, South-Asia Partnership-Pakistan (SAP-Pk), Lahore

**References**

Dr Mujahid Ali,

Principal Central College for Women,

Gol Bagh, Gulgashat Colony, Multan

Cell No: 03006303189

Ms. Naheed Ghazanfar,

Urban Development Specialist,

Lahore Cantt, Lahore

Cell No. 03335144034