



Muhammad Umair

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ABOUT ME

I am a young, Qualified Project Management Professional with 19 years of education and over 6 years of experience in the development and humanitarian sector of Pakistan. I hold expertise in research, project/program management, and reporting. I have primarily worked on various areas related to Child Rights with a focus on Child Protection and Education for All (EFA) and Education in Emergencies (EIE), integrated with other programs such as WASH, Health (MH&PSS, SEL, COVID-19 prevention, etc.), Emergency Response, Life Skills Based Education, Online Safety, Child Safeguarding and Protection, Professional Development Program for caregivers and duty bearers, Environmental Protection and Solarization, etc.

WORK EXPERIENCE

Program Coordinator

Group Development Pakistan [05/03/2024 – Current]

City: Islamabad | Country: Pakistan

- Review and commission amendments in the national and local laws related to child marriage in Pakistan.
- Coordinate and collaborate with multiple relevant state and non-state stakeholders.
- Organize and conduct national consultations.
- Review and commission a national framework on ending child marriage in Pakistan and provincial action plans for the same.
- Develop criteria for marriage registrars' certification and an oversight mechanism.
- Organize a capacity-building program to educate duty bearers (judiciary, police, prosecutors, legal fraternity, marriage registrars, UC secretaries, Local Government staff, child protection commissions, etc.) on women and child protection laws.
- Develop policy briefs and situation analysis on child marriage in Pakistan.
- Develop an Advocacy note on ending child marriage in Pakistan.

Institutional Partnership Development Officer

Muslim Hands [04/09/2023 – 27/02/2024]

City: Islamabad | Country: Pakistan

- Identified and forged partnerships with multiple national and international stakeholders.
- Collaborated with internal and external stakeholders, including donors, government institutions, NGOs, and project teams.
- Reported to cluster coordinators and working groups on Humanitarian activities in Pakistan through 5W.
- Developed project proposals in coordination with the programs and finance departments.
- Developed and maintained high-quality donor reports to ensure project compliance.
- Provided regular updates on Institutional Partnership Development and engaged in monthly check-ins with regional/area/project offices.
- Assisted the thematic lead in managing institutional grants, from contract preparation to consortium agreements and donor compliance.
- Supported the line manager in training Muslim Hands staff on partnership matters.
- Represented Muslim Hands at different meetings and public discussions.

Reporting Coordinator

Group Development Pakistan [01/07/2020 – 31/08/2023]

City: Islamabad | Country: Pakistan

Assisted in managing the projects funded by BHC, Solidar Suisse, International Labor Organization (ILO), American Bar Association (ABA), and Too Young to Wed.

- Coordination with different stakeholders: Ministry of Law & Justice, Judicial Academies, Prosecution Departments, Human Rights and Child Protection Commission, Legal fraternity, Police Departments, Bar Associations, Press Associations, consultants, beneficiaries, including community, and other stakeholders.
- Liaison with donor organizations: British High Commission, Solidar Suisse, American Bar Association, International Labor Organization, etc.
- Organized and managed training workshops and other events.

- Prepared Donor Reports (indicator and activity-based): fortnightly, monthly, quarterly, annual, and closing reports; case studies/success stories; event calendars; training & event reports; presentations, etc.
- Developed project theory of change, concept notes/EOI, proposals, project schedule/Gantt charts/WBS, (excluding budget) through a participatory process.

Monitoring, Evaluation, Controlling and Learning:

- Developed monitoring and research/survey tools.
- Developed and implemented MEAL frameworks.
- Developed and implemented participatory and results-based M&E system: study designs (data collection strategy), collating, and analyzing data and transforming it into meaningful information.
- Performance monitoring of the project implementation team.
- Developed and maintained Risk Registers, including identifying, assessing, and controlling (devising risk response strategies) project-related risks.
- Maintained project schedules and applied schedule control strategies.

Technical support

- Reviewed and improved reports/information received from the implementation team.
- Developed organizational strategic documents, including annual reports, policy briefs, etc.
- Conducted PCP registration and supported the team with MIS system development and operations.
- Represented the organization at different national and international forums and consultations/meetings.

Strategic Communication and Business Development Officer

Group Development Pakistan [01/01/2020 – 29/06/2020]

City: Islamabad | Country: Pakistan

- Resource mobilization activities: (i) donor profiling and communication; (ii) drafting thematic technical concept notes/proposals; (iii) drafting external and internal meeting briefs; and (iv) writing articles related to donor priorities and programs.
- Donor-specific strategic papers, concept notes, policy briefs, events reports, training reports, project reports, etc.

Program Development Coordinator

Aiming Change for Tomorrow (ACT) International [01/01/2018 – 26/06/2019]

City: Islamabad | Country: Pakistan

- Coordinated, managed, and developed project planning and implementation activities.
- Conducted monthly review meetings with field staff, regional offices, and conducted field visits.
- Promoted and secure the organization's interests and products both internally and externally. Update and inform management about changes in socio-economic, political, and environmental aspects of program outreach for sustainable development.
- Developed reports for training, MPRs, QPRs, PCR, project monitoring reports, and other relevant project-related reports.
- Performed statistical analysis of project-related data and present findings using statistical tools.
- Finalized the process of proposal development, preparation, and writing. Maintain a directory of solicited and unsolicited proposals.
- Reviewed and updated the institutional profile periodically.
- Generated a digital library of project completion reports, donor reports, and publications.
- Maintained liaison with donors, partners, and public and private sector departments/organizations. Identify potential partners interested in integrating and collaborating to strengthen the organization's strategic objectives.

EDUCATION AND TRAINING

Certificate of Advanced Studies (CAS) - Education in Emergencies (EiE)

University of Geneva Switzerland (hybrid scholarship supported by Save the Children International) [01/01/2024 – 28/01/2025]

City: Hybrid | Country: Pakistan | Website: https://www.humanitarianleadershipacademy.org/wp-content/uploads/2022/12/EiE_CAS_HLA_FINAL.pdf | Field(s) of study: Education | Final grade: 5.37/6 (Swiss Grading) (Second Position) | Level in EQF: EQF level 6 | Number of credits: 15 ECTS

Module 1: Foundational Concepts and Frameworks

Module 2: Cross-cutting Issues and Approaches

Module 3: Assessment, Analysis, and Design

Module 4: Physical and Psychological Protection and Well-being

Module 5: Teaching, Learning, and Improving Outcomes

Module 6: Enabling and Supporting Education in Emergencies: community participation, school management and policy and coordination

Module 7: Simulation Exercise

Module 8: Capacity Strengthening

Masters of Science in Project Management (MsPM) - Weekend Program

Bahria University Islamabad [01/01/2017 – 29/06/2019]

City: Islamabad | Country: Pakistan | Website: <https://bahria.edu.pk/buic/> | Level in EQF: EQF level 7

Bachelors in Business Administration (BBA) - Honors

Iqra University [01/01/2012 – 29/12/2016]

City: Islamabad | Country: Pakistan | Website: <https://iuisl.iqra.edu.pk> | Level in EQF: EQF level 6

Pandemics, Epidemics, and Outbreaks (6 weeks course)

University of Pittsburg [04/2020]

46-hour Education in Emergencies (EiE) Fundamentals Course by the the EiE Professional Development Program (PDP)

Humanitarian Leadership Academy [11/2023 – 11/2023]

City: Islamabad | Country: Pakistan

MHPSS in and through Education in Emergencies (EiE)

KayaConnect

Website: <https://kayaconnect.org/course/info.php?id=2837>

Conflict-sensitive Education in Emergencies (EiE)

Save the Children International

Website: <https://kayaconnect.org/>

Gender Responsive Education in Emergencies

Save the Children International

Website: <https://kayaconnect.org/>

Inclusive Education in Emergencies (EiE)

Save the Children International

Website: <http://kayaconnect.org/>

Child Participation in Education in Emergencies (EiE)

Save the Children International

Website: <http://kayaconnect.org/>

Child Protection and Education

Save the Children International

Website: <http://kayaconnect.org>

Safeguarding in Education in Emergencies

Save the Children International

Website: <http://kayaconnect.org/>

Barriers to & Aims of Education in Emergencies

Save the Children International

Website: <http://kayaconnect.org>

Humanitarian-Development Nexus & Education in Emergencies

Save the Children International

Website: <http://kayaconnect.org>

Quality & Integrated Education in Emergencies (EiE)

Save the Children International

Website: <http://kayaconnect.org>

Writing Winning Grant Technical Proposals

ParhaoSabaq

City: Islamabad | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu | Panjabi; Punjabi

Other language(s):

English

LISTENING C1 READING C1 WRITING C1
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING A2 READING A2 WRITING A2
SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office / Microsoft Excel / Social Media / Microsoft Powerpoint / Microsoft Word / Microsoft Visio / Microsoft Project / Microsoft Outlook / Primavera P6 / Precision Tree / WBS Chart Pro / SPSS / Nvivo

PROJECTS

[01/03/2024 – Current]

Promoting Child Welfare through Ending Child Marriage in Pakistan - UNFPA/DFID

[01/06/2024 – Current]

Protecting and Promoting Child Rights through Improved Legal Literacy in Pakistan - The French Embassy in Pakistan

[05/09/2023 – 02/02/2024]

Facilitation of Afghan Refugees and Asylum Seekers for Improved Access to Renewable Energy in Khyber Pakhtunkhwa Province 2023 – UNHCR.

[01/10/2023 – 28/02/2024]

READY Pakistan's member organizations strengthening – READY Pakistan

Protecting and Promoting the Children's Rights in Pakistan (education) (2020-23) – American Bar Association - Rule of Law Initiative

Emergency Food Relief and Children Dignity Kit Distribution to Flood Affected Families in the Districts of DI Khan and Rajanpur (2022)- Too Young To Wed.

Capacity-building of Media for Improved Research and Reporting on Child Labor in Pakistan (2021-22) – International Labor Organization

Protecting and Promoting the Welfare of Women and Girls in Pakistan. (2021-22) – British High Commission

Protecting and Promoting the Welfare of Women and Girls in Pakistan. (2021-22) – British High Commission

Foster Child Welfare Framework at Islamabad through Improved Child Protection, Health, and Education for Marginalized Boys and Girls (2021 – 22) – Solidar Suisse

Women NIC and Registration Program Funded By TDEA/UNDP

Social Mobilization and Beneficiary Outreach of FATA TDP ERP by EAD/NADRA/World Bank

Preventing GBV through Social Mobilization and Advocacy funded by AUSAID/CARITAS

Vitamin A Saves Lives (VAS) Program funded by Nutrition International

Citizens Education and Mobilization for Women's Voter Registration and Participation in Electoral Processes funded by CVP/USAID.