

Shumaila Anjum

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Profile

I have diverse experience of Project Management, Team Building and Management, Conducting Trainings, Budget Research, Education Research, Community Mobilization and Development, Advocacy on issues of Governance and Policy, Democracy and Elections and can work in pressures and meet tight deadlines. I am reputed to quickly understand systems and procedures, flexible and accommodating.

Experience

Maher Consulting

Manager, Business Development, Sep 2018 – to date

Key Responsibilities:

- Broadening the client base
- Proposal writing
- Quality Assurance
- Client Relationship
- Develop research design and methodology
- Conduct enumerators' trainings
- Supervise the surveys
- Data collection and analysis

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Democratic Local Governance for Development in Pakistan, EU & FNF

Project Manager, Mar 1, 2017 – Jul 26, 2018

Key Responsibilities:

- Monitor the project activities ensuring that they are carried out as planned or adapted to changed circumstances.
- To provide administrative and technical supervision to the team.
- Conduct regular visits to field to monitor program other activities.
- Prepare progress and implementation reports.
- Responsible to steer the project.
- Responsible for monitoring progress to ensure the deliverable are met in a timely manner.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Support to Electoral and Parliamentary Support in Pakistan (SEPRP), IFES

Project Manager, Nov 16, 2016 - Feb 28, 2017

Key Responsibilities:

- Manage the Pakvoter web portal and Pakvoter social media platforms
- Develop new content for Pakvoter web portal and update the existing content
- Prepare bi-weekly updates and end project report.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Support to media in Pakistan, DANIDA & IMS

Project Manager, Apr 1, 2016 to Nov 15, 2016

Key Responsibilities:

- Plan the trainings on Physical Safety of Journalists across Pakistan. Then coordinate with Master Trainers and field teams for the implementation.
- Monitor the trainings, ensuring that they are carried out as planned or adapted to changed circumstances.
- To provide administrative and technical supervision to the team.
- Conduct regular visits to field to monitor program other activities.
- Prepare progress and implementation reports.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Improving access and quality of education in Pakistan by promoting transparent and participatory school governance at the local level in district Multan, OSF

Project Manager, July 1, 2015 to Mar 31, 2016

Key Responsibilities:

- To impart training on social audit process and benefits, RTI and its implementation
- Community mobilization to take all relevant stakeholders on board
- Monitor the project activities, ensuring that activities are carried out as planned or adapted to changed circumstances.

- To provide administrative and technical supervision to the team.
- Conduct regular visits to field to monitor program activities.
- Prepare progress and implementation reports.
- Liaison with district management for the smooth functioning of CPDI projects in Dist. Multan

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Developing Employability Skills among Educated Youth, Creative Associates International & USAID

Project Manager, Jul 1, 2014 to Jun 30, 2015

Key Responsibilities:

- Facilitate staff trainings to develop their capacity.
- Conducted training of trainers on employability skills and civic education
- Imparted civic education training module to youth of Dist. Multan
- Ensure rigorous monitoring, Learning and evaluation system across the implementation of the project.
- Supervise all project staff and provide leadership to the staff in achieving the program outcome.
- To provide administrative and technical supervision to the team.
- Management of budgets, expenditures and expenditure projections related to assigned project.
- Effective implementation of work plan as per the available budget.
- Building relationship with the media for wider outreach.
- Developing strategic partnerships and strengthening linkages with relevant stakeholders and partners.
- Advice the staff on areas for program strengthening while taking the initiative to engage in proactive and remedial action in a timely manner to strengthen the program.
- Conduct regular visits to field to monitor program activities.
- Prepare timely and quality progress and implementation reports.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Extension-Supporting Transparency and Electoral Process in Pakistan, Asia Foundation and DFID

Project Manager, Dec 1, 2013 to Jun 30, 2014

Key Responsibilities:

- Facilitate staff and volunteers' training on governance themes to develop their capacity.
- Coordinate the implementation of all governance activities and initiatives to ensure timely and effective results.
- Develop and implement the research agenda and facilitate research for advocacy.
- Provide technical support in advocacy and research.
- Supervise all project staff and provide leadership to the staff in achieving the program outcome in the designated constituencies.
- Develop working linkages with elected representatives at national, provincial and local levels in designated constituencies.
- Building relationship with the media for wider outreach.
- Developing strategic partnerships and strengthening linkages with relevant stakeholders and partners.
- Advise the staff on areas for program strengthening while taking the initiative to engage in proactive and remedial action in a timely manner to strengthen the program.
- Conduct regular visits to field to monitor program activities.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Our Money Our Responsibility, Ilm Ideas, DAI-DFID

Assistant Project Manager, Apr 1, 2013 to Nov 30, 2013

Key Responsibilities:

- To provide the co-facilitation with program manager to impart trainings to enumerators on research methodologies and social accountability tools.
- To hold Public Expenditure Tracking Survey on selected sample of schools of District Toba Tek Singh during the project cycle, key informant interviews, focus group discussion and other research related activities
- Dissemination of research results at district level
- Establish long-term engagement with the district government on the basis of research results
- Advocacy activities that include liaison with district government, stakeholders meetings and press briefing.

Centre for Peace and Development Initiatives (CPDI)

Project and Donor Name: Supporting Transparency and Electoral Process in Pakistan, Asia Foundation and DFID

Assistant Project Manager, Oct 1, 2009 to Mar 31, 2013

Key Responsibilities:

- To conduct trainings of short term election observers.
- Train the volunteers on the process how to do list to people and people to list audit in sampled union councils during Voter display period.

- Co-facilitation to train project staff on capacity building
- Monitoring of General and by-Elections
- Governance Monitoring
- Voter Education
- Coordinating different activities with Youth, Stakeholders, Government officials and Elected Representatives.
- Update the Program Manager regarding ongoing project activities in field.
- Writing the event, project reports and Case studies.
- Awareness raising about the Freedom of Information law.
- Supervision of field staff and giving them feedback.

UNDP-Nestle

Project and Donor Name: Community empowerment through livestock development and credit, UNDP

Social Organizer, Mar 1, 2009 – Aug 31, 2009

Key Responsibilities:

- Conduct Community/ household meetings in coordination with selected NGOs or independently for the selection of potential trainees.
- Work as a reliever of Master Trainer
- Provide follow up support to LLWS, SBES.
- To prepare reports.

Sudhaar

Project and Donor Name: Elementary Education for working girls, ISCOS-EC (Italy)

Project Officer, May 1, 2006 - Dec 31, 2008

Key Responsibilities:

- To conduct pedagogical trainings of teachers
- Syllabus designing
- Facilitate social mobilizers and teachers in field matters
- Organize seminars and other public events

	<ul style="list-style-type: none"> ➤ Prepare work plan and progress reports(Monthly & Quarterly) ➤ Prepare educational plan for primary and elementary education ➤ Prepare government & private school’s development educational plans <p>Sudhaar</p> <p>Project and Donor Name: Primary education for working children, ILO-IPEC</p> <p><i>Social Mobilizer, Jan 1, 2004 – Apr 30, 2006</i></p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> ➤ Organize and train the village education and family education committees ➤ Organize community meetings ➤ To communicate with the community and mobilize them for education and development ➤ Child labor identification ➤ Establish non formal education centers and make them functional ➤ Conduct meetings with stakeholders ➤ Organize community groups for local development. ➤ Monitoring and assessment of non-formal education centers.
Education	<p>Virtual University of Pakistan MBA Executive-Management, 2013</p> <p>Bahauddin Zakariya University Multan MA English Literature, 2006</p>
Skills	<ul style="list-style-type: none"> ➤ Computing skill: (MS Word, MS Excel, In-page, Power Point and Inter net etc) ➤ Good presentation, communication skills ➤ Good Management, analytical and planning skills
Consultancies	N/A
Trainings & Workshops conducted	<ol style="list-style-type: none"> 1. Training Title: One day training of social audit committee on right to information and social audit Multan, Jun 2017 2. Training Title: 2 Training of trainers facilitated under “Developing employability skills among educated youth project”

Islamabad, 2014-15

3. **Training Title:** 170 short term election observers trained on election observation process and methodology under the project “Supporting Transparency Accountability and Electoral Process in Pakistan
Toba Tek Singh, April-May, 2013.
4. **Training Title:** 6 biannual trainings of constituency relation group of NA93 on advocacy and governance
Toba Tek Singh, 2009-2013
5. **Training Title:** Training of volunteers to audit voter to list and list to voter audit during voter display period.
Toba Tek Singh, April 2012
6. **Training Title:** Two days training on Community Policing
Toba Tek Singh, June 29-30, 2011
7. **Training Title:** Three training sessions on active citizenship and trained 120 university youth under the project “Active Citizen Program” funded by British Council.
Toba Tek Singh, Oct 2011
8. **Training Title:** 10 non formal education center teachers training workshops on pedagogical skills, class management, child psychology, record keeping, lesson planning and creativity.
Toba Tek Singh, 2004 to 2008

Trainings & Workshops attended

1. **Training Title:** Training of trainers
Islamabad, 5-8 Dec, 2016
2. **Training Title:** Local Politics and Citizen’s Participation
IAF Germany, 10-22 May 2015
3. **Training Title:** Workshop on political finance
Islamabad, 11-12 Sep, 2012
4. **Training Title:** RTI law Reforms and Strategic Litigation
Islamabad, 17-18 Nov 2011
5. **Training Title:** Active Citizen Training of Facilitators
Islamabad, 10-14 Jul, 2011

	<p>6. Training Title: Digital Story Telling Workshop Dhaka Bangladesh, 26 Nov to 2 Dec, 2010</p> <p>7. Training Title: Liberalism & Secularism Islamabad, 6-7 Nov, 2010</p> <p>8. Training Title: Workshop on event management Islamabad, 15-17 Oct, 2010</p> <p>9. Training Title: Training workshop on conflict management Islamabad, 17-18 Apr, 2010</p> <p>10. Training Title: Workshop on education, politics and freedom Islamabad, 3-4 Jul, 2010</p> <p>11. Training Title: Freedom of Information Ordinance 2002 and Its Implementation Lahore, 17-18 Oct, 2009</p> <p>12. Training Title: Interpersonal Communication Skills Islamabad, Dec 2006</p> <p>13. Training Title: Content Base teaching techniques Lahore, Jun 2005</p> <p>14. Training Title: Child friendly joyful methods for NFE Toba Tek Singh, 3-12 Mar, 2004</p>
Articles / Publications	N/A
Special Feature	N/A
Basic Information	<p>NIC Number: 33303-2124178-0 D.o.B: May 23, 1982</p>