

# Curriculum Vitae

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## Career Summary:

I possess 25 years of Management, Training and Capacity Building experience in diverse areas of development with national/foreign organizations and large funded programs e.g. the World Bank, USAID, US Embassy, DFID, UNDP, JICA, GoP, LEAD and PAIMAN, etc. undertaking the portfolios of multimillion USD at grassroots, national and international levels. Mainly I have worked in the areas of



Elections, Elections campaigns and monitoring, voters' education, Governance, Social Protection, Public Private Partnership, Democracy, Civil Society Strengthening, Youth Development, Empowering Vulnerable Population, Education, Capacity Building and Trainings, Leadership development, Cultural Diplomacy and Human Rights. I obtained a master degree in Political Science and Project Management Professional (PMP) from BMC-PMI-USA and also attended number of academic and professional courses and trainings in Pakistan and abroad. I have achieved Legislative Fellowship (legislation, elections, political and governance) of US Department of State in Washington DC. I have also served as Country President with Pakistan US Alumni Network (PUAN) for several years and was a signatory of US Embassy/USEFP/PUAN Alumni Small Grants Program. I have in-depth knowledge of development strategies, priorities, mechanism of international donors particularly the World Bank, USAID, ADB, EU, UKAID, UN, INGOs, development institutions, as well as Pakistani government functionaries at federal, provincial and local levels. During my career I have been directly interacting and enjoyed excellent professional relations with high level of diplomats (ambassadors), professionals, ministers, heads of the institutions and senior government functionaries. I have rich experience of serving at senior positions in large budget programs e.g. World Bank/BISP NSPP (100 Million USD), USAID-Training for Pakistan (33 Million USD), Education Sector Reforms Assistance (ESRA program) 3,800 grants for schools' construction, Parallel Vote Tabulation on Election Monitoring with 14,000 observers, USAID UNOCHA Emergency Relief Funds of 17 Million USD (grant signatory), DFID Civil Society Challenge Fund (over a Million Pound), etc. I have strong public speaking skill and delivered hundreds of speeches, trainings, interviews, have participated as chief guest/guest of honor to hundreds of meetings, sessions, certificates and awards distributions ceremonies, national and international seminars, TV/Radio talk shows and events during my professional career. I'm also a regular speaker at NCRD and other organizations and nominated as Expert speaker on Center for Integrated Rural Development for Asia and Pacific by the Establishment Division.

## Five Major Areas of Expertise

1. **Social Protection and Social Safety Nets:** As senior consultant of the World Bank worked over 5 years with the Pakistan's biggest social protection/social safety net program (Benazir Income Support Program - BISP) for over 14 million beneficiary families. Conducted hundreds of sessions and trainings on Social Protection and Social Safety net.
2. **Governance:** Through different interventions rich experience of working on governance. Still handling Governance Exchange Program for public administrators between Pakistan and USA from last 8 years. Also delivered number of sessions on governance and best practices.
3. **Program Design and Management:** As a social sector expert possess rich experience of 20 years in program Design, Development and Management. Conducted huge number of sessions and trainings in these areas.
4. **Public Engagement:** Have years of experience in delivering sessions and trainings on Public Engagement. Worked in OHIO, USA on public engagement.
5. **Communication and Presentation Skills:** During the career over 20 years delivered huge number of training sessions on variety of topics related to Communication and Presentation Skills.

## Legislative Fellowship – US Department of State

- **Legislative Fellowship with US Department of States and World Learning in year 2010.**
- ❖ **Distinctions during Fellowship**
  - Worked on **Election and Governance reform** of Cuyahoga County Government. Prepared a comprehensive report based on the recommendations for the legislative committee on “to ensure public participation in **new Cuyahoga County Government**”
  - Selected among hundreds of legislative fellows from around the world to present at **Legislative Fellowship Congress** reception of **State Department in the presence of US Senators, Congressmen, ambassadors and experts** from all over the world.
  - Participated as **panelist and represented Pakistan** in many roundtables with audience of the prominent citizens of Ohio on **Dynamics of Governance, Elections, Democracy**; ‘a Central and South Asian Perspective, etc.
- ❖ **Work experience in the United States**

During the fellowship I worked on the following areas with **Greater Cleveland Partnership (GCP)**; one of the biggest Advocacy and Chamber of Commerce based at Cleveland on **Public Private Partnership**.

  - **Cuyahoga County Government Reform and Elections** with Claire Walker, CCO, COSE-GCP and Deanne Dixon, Manager Advocacy.
  - **Business Development** with Gerald Mayer, Senior Director GCP

## Diplomas

- 1- **Project Management Professional (PMP) course from BMC-PMI-USA.** Majors: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management and Project Procurement Management.
- 2- **Four-month diploma on “PARTICIPATORY DEVELOPMENT AT GRASS ROOT LEVEL”** from Human Resources Development Institute Islamabad.

## Training Courses Attended / International Exposure

### ❖ International

- **Poll Workers Training Program**, Certified Election Day Official for year 2010, Cuyahoga County Board of Elections, **Ohio-USA.**
- Participated as panelist/speaker in **Next Generation Forum** in Istanbul, organized jointly by US Embassy in Turkey and **World Learning.**
- **Speaker at Youth and Students for Peace in Asia and Pacific** at UN ESCAP Hall, Bangkok, Thailand.
- Attended **19<sup>th</sup> South Asian Fundraising Workshop at AGRA-India.** Being the member of South Asian Fundraising Association I lead 30 persons’ delegation from Pakistan in August 2008.
- **Participated in World Social Forum** in January 2004, **Mumbai India.**
- **Number of academic and professional sessions and seminars in many states of the United States of America.**

### ❖ National

- Training on **Election Campaign Development Strategies** of Political Parties organized by **US Embassy** 2008.
- Training of Trainers on **Peace building and Conflict Transformation** from **Karauna Center USA** organized by **US Embassy** in 2009.
- **Advocacy, Lobbying and Media Skill building Training** by **Jossi Bass (American Think-Tank)** organized by **US Embassy** 2008.
- Training on **Strategic Planning for NGOs** from NGO Resource Center of Aga Khan Foundation in November 2006.
- Trainings course on **TOT (Effect Facilitation and Presentation Skills)** from Human Resources Development Institute Islamabad in March 2001.
- One week training on **NGOs Capacity Building** from Institute of Rural Development Studies (IRDS-RDF) Islamabad in April 2001.
- Training course on **Effective Presentation and Communication Skills** from **NRSP, Institute of Rural Management** in **July 2003.**
- Training workshop on Interactive theatre on **Sexual Harassment at work places** organized by **Bedari (NGO)** in November 2002.

## Expert Areas

### Technical Expertise

- Program Design and Management
- Training/Capacity Building/MTNA
- Stakeholders Engagement
- Proposal Appraisals/Reports
- Community Mobilization (PRA/PLA)
- Financial Management/Donors World Bank, USAID, DFID, UN, INGOs and GOs.
- Public Private Partnership (P3)
- Policy and Strategy Planning
- Monitoring and Evaluation (Tools and Techniques)
- Communication (branding)
- Research and Survey
- Exclusive expertise on Automated Directive Systems (ADS) 252 & 253 of the USG (USAID & Department of State).

### Thematic Expertise

- Governance/Local/Provincial/National
- Democracy/Politics/Parties/Politicians
- Peace and Conflict Resolution/Pak/Afghan
- Art and Culture
- Energy/Small Scale Solutions
- International Relations/Int. Orgs/Donors/Funding
- Human Rights/Consumer Rights
- Health/Primary/Child/System
- Social Protection/Social Safety Nets/Poverty
- Humanitarian Development (Education, Health, Solid Waste Management etc.)
- Terrorism/Taliban/FATA/NWFP
- Entrepreneurship/Social/Commercial
- Vulnerable Population/Disability/Minorities
- Media/TV/Radio/Print
- Gender/Women/Youth
- Climate Change

## Publications / Distinguish Achievements

1. Conducting the widest Governance research on Government of Pakistan under Need Assessment of **Pakistan Governance Strengthening Program (PGSP)**. The data was collected from 23 Federal Ministries and Departments in Pakistan.
2. **Ambassador for Peace Award** from one of the biggest international organization; Universal Peace Federation (UPF).
3. **Conducted first ever comprehensive TNA in Public Sector (BISP)**.
4. **Expert of donors' compliances including World Bank, USAID, DFID, ADB and UN.**
5. **Founder of School Improvement Plan under USAID-ESRA Program.**
6. Prepared a comprehensive **training book** on Election Campaign Development for election candidates and political parties. This is first time ever training book was prepared for the election campaign in Pakistan.
7. Wrote a short **book for youth** (in Urdu language) on Youth Political Education in Pakistan.
8. Received two awards from Ministry of Human Rights, GoP.
9. **Founder and Signatory** of US Embassy Alumni Grant Program for almost 5 years.
10. **Signatory of USAID** Alumni Small Grants program for 2 years.
11. **Among Founders** of Free and Fair Election Network (FAFEN).
12. **Appraisal and Approval Committee member** of World Food Program on Early Recovery Fund.
13. Lead the **world biggest election observation** (Parallel Vote Tabulation) in Pakistan year 2008 with 14,000 election observers.

14. **Hosted a series of TV programs** on Youth Civic Education and have participated in numerous TV/Radio programs as panelist on socio-political issues.
15. **Lead two delegations** to India on World Social Forum, Mumbai and Resource Mobilization conference, Agra.
16. **International winner** of Alumni Engagement Innovation Fund (AEIF), **Women Political Empowerment Project** in year 2011 in an international competition of the US Department of State, received **USD 35,000** winning project amount.
17. **Only Pakistani** having the status of **Election Official of OHIO, USA.**
18. **Founder of Community Planning and Management** tool kit (comprising 18 tools) on Local Adaptation Plan of Action (**LAPA**).
19. Wrote number of articles in newspapers, the most prominent is **Five Points Democratic Reforms Agenda for Pakistan** published in all additions of Jung Newspaper.
20. Conducted over **100 Training workshops for capacity building** of Benazir Income Support Program (BISP) staff (all levels) in four and half year on Social Protection, Safety Net, cash disbursements, NSER, Waseela Taleem (education cash), Complementary Initiatives etc.
21. Visiting Resource Person for NCRD-Est on Social Protection.
22. Developed number of **training modules** on variety of topics mostly on social protection, political education, public engagement at local governments, leadership, voters' education and observation, pol workers trainings and governance, etc.
23. During my career I have been **designing, arranging and conducting** hundreds of **interviews workshops, seminars, events, walks and rallies** on variety of themes.

### Grants/Projects Appraisal, Approval and Management Experience

1. **USAID funded Education Reforms Assistance Program:** Project Manager for 3 and half years funded 3,800 primary schools in Sindh the grant amount was over 5 Million USD.
2. **US Embassy/USEFP Alumni Small Grants Program:** Being President I have lead all the scholarships of the US Government to Pakistan and have been leading the appraisal and approval (signatory) of small grant projects of United States Alumni for 3 Years. Over 400 projects were funded under my management.
3. **United Nations Office of Coordination for Humanitarian Assistance (UNOCHA):** Member technical review, appraisal and approval committee for Early Recovery Fund – World Food Program (WFP) for one year. Total funding amount was 17 Million USD.
4. **USAID Alumni Small Grants Program:** Focal person/manager for almost 2 years for USAID Alumni Small Grants review, appraisal, initial approval and recommendation to USAID Mission office Pakistan.
5. **DFID-UKAID (Civil Society Challenge Fund) with LEAD Pakistan:** Project Manager for 3 Years. Lead the selection of 50 implementing partners/projects focusing in South Punjab and South Sindh on Climate Change Adaptation. Total funding was over one Million UK Pounds.

## Parallel Positions and Affiliations

- **Country President and Chapter President** with Pak-US Alumni Network (PUAN) & signatory for Alumni Small Grant Program of USEFP/US Embassy from 2010 to 2016.
- **Ambassador for Peace** for Universal Peace Federation (UPF) 2017 to date.
- **Country Director**, International Youth Society 2018 to date.
- **Fellow of World Learning** on various projects and linkages development in Pakistan 2010 to date.
- **Member Proposal Review/Approval Committee** on Early Recovery Fund under UN-OCHA for Food, representing national organizations of Pakistan year 2010.
- Certified (honorary) **Election Official** for OHIO, USA year 2010.
- Member Lions Club, **Chairperson International Relations** 2017 to date.

## Work Experiences

Organization.	<b>Benazir Income Support Program, Government of Pakistan – the World Bank</b>
Title.	<b>Senior Consultant Training – Resource Person I</b>
Duration.	<b>October 2018 to March 2023 (4.5 Years)</b>

The Benazir Income Support Programme (BISP) is the Government of Pakistan’s flagship social safety net programme and is the largest and most systematic social protection initiative in Pakistan. At its core the BISP is an Unconditional Cash Transfer (UCT) providing quarterly cash payments directly to 10 Million female beneficiaries within households that are deemed eligible through the implementation of the BISP poverty scorecard which targets households for the programme. The BISP has also implements complementary programmes, including a Conditional Cash Transfer (CCT) to 7.8 Million children, known as the Waseela-e-Taleem programme which seeks to support access to education by providing top-up payments to eligible children at primary, middle and high levels, who are currently attending school.

BISP operates nationwide through a network of 385 tehsil, 140 districts and 14 zonal and regional offices and its headquarters in Islamabad with about 3,000 employees. I’m a part of the World Bank loan hired by BISP and mainly responsible to design, implement, identify, and monitor all capacity building of its regular and deputation staff across Pakistan and Partnership with Stakeholders.

## Major Responsibilities

### 1. The World Bank Compliances

Responsible to undertake responsibilities related to the World Bank requirements in preparing documents, implementation, review and reporting on Stakeholders Engagement Plan (SEP), Environmental and Social Management Plan (ESMP),

Environmental and Social Framework, E-Waste, Disbursement Linked Indicators (DLIs), Grievance Redress Mechanism (GRM), Error Fraud and Corruption (EFC), etc.

## **2. Disbursement Linked Indicators**

On my joining, the biggest challenge in the front of BISP management was to fulfill the compliance of the Disbursement Linked Indicator of the World Bank and Department for International Development (DFID), UK. I strived hard and accomplished all the targets given by the donors well before the time frame. Through these DLIs, over 70% of the offices and stakeholders were trained across the country. Acknowledging the achievements DFID has marked A+ to my wing in their annual review report of BISP, while the BISP as organization was graded in B category. The Training and Stakeholders Programs were designed due to new payment method of Biometric Verification System covering the Reconstructed Operational Guidelines and Revised Job Descriptions. Trainings were conducted on following modules; Social Protection, Un Conditional Cash Transfer, National Socio Economic Registry, Conditional Cash Transfer, Complementary Initiative & Graduation, HR, financial management, Monitoring and Evaluation, etc.

## **3. Annual Training Plan**

During the period I prepared Annual Training Plans (ATPs), duly approved by the Secretary/Minister BISP based on the functional model covering three basic areas of Management Skills, Organizational Skills and Technical Skills. Through Annual Training Plan conducted over 75 Training Programs for BISP staff and stakeholders across the country. These trainings were conducted on number areas few examples including Poverty Alleviation and Social Protection, Orientation on BISP for new Entrants, Effective Personnel Management, Behavior change, Anger Management, Filing Procedures and Official Correspondence, Communication and Presentation Skills, Professional Motivation, Financial Management, Audit Command Language, Effective Personnel Management, Operational procedures, Office Automation and number of other topics.

## **4. Training Need Assessment (TNA)**

Taking the lead to one of the most important area of capacity building, I conducted first ever a comprehensive Training Need Assessment of BISP staff. The TNA listed 52 Training topics and established their priorities according to the needs of the employees according to their own and supervisors understanding and requirements. 76% of BISP officials participated in the TNA and provided feedback. A detail comprehensive report is prepared that BISP will following in at least 3 years. The TNA is an example for the rest of public sector organizations.

## **5. Training Videos**

During the COVID-19 the in-person trainings were postponed. The Secretary BISP directed the Training Wing to develop Training Videos on BISP procedures and

operations. This was one of new initiative of its kind. I took lead and with the consultations of BISP wings prepared 12 Training Videos for online portal. The videos mostly covered the BISP operational procedures and guidelines. The Chairperson/Minister herself acknowledged and appreciated the initiative in from of the management.

## **6. BISP Training and Partnership Policy**

I developed Training and Partnership Policy/Guidelines which was a long standing document of BISP. The Policy/Guidelines is a leading milestone that elaborates all aspects of trainings and private partnership that include the training cycle mechanism, Induction and Orientation, Engage private sector, Engagement of Stakeholders, Mandatory and Short-term external trainings, Long Term further Education Study, Instructional Allowance and Training Management Information System.

## **7. BISP Internship Policy**

I also developed Internship policy/guidelines for BISP Internship Program. The Internship Guidelines give complete instructions to BISP regional and head offices in hiring of interns. The Guidelines describe the Key Objectives, Eligibility Criteria, Application Procedures, Internship Applications and Obligations on BISP and Interns and Learning outcomes etc.

## **8. Knowledge Management Policy**

During my work with BISP I produced number of knowledge management pieces including Training Reports, TNA Report, over 70 Training presentations, material, newsletters, pre and posttests of all trainings and their analysis, training schedules, guidelines, schedules, checklists, hundreds of pictures and videos, group exercises and etc.

## **9. Other Major Tasks**

- Engagement of BISP grassroots beneficiaries in jobs through the collaborations under Private Partnerships.
- Conducted number of online trainings for BISP employees and stakeholders through zoom during COVID – 19.
- 5 Weeks customized Training Program for SPS 18 & 19 for the promotion of BISP officers through NDU University.
- Help Director Learning and Development in completing her tasks related to official matters, coordination with BISP wings, noting and drafting, preparing concept notes and proposals.
- Supervise Wing's staff on their day to day activities.
- Provide support to DG – HR on any additional tasks for instance during the hiring of HR firm and guide them for the redesigning of BISP structure and policies.
- Prepared number of presentations of different nature.

Organization.	<b>Pakistan Governance Strengthening Program – PakAID</b>
Title.	<b>Project Director / Chief Executive Officer</b>
Duration.	<b>November 2015 to October 2018</b>

Pakistan Governance Strengthening Program (PGSP) is a new **training and capacity building initiative** to improve the governance and efficiency of the public sector institutions at federal level. **PGSP** is an innovative approach of capacity building and training primarily for governmental institutions including **federal ministries**, departments, autonomous institutions, etc. to equip them at international standards. To validate the need of such a **national level program PGSP** has conducted a program need analysis research with federal ministries and departments. Following are the main steps that I am leading in the program.

## **Major Responsibilities**

### **Pakistan Governance Strengthening Program (PGSP)**

- Conducted a Program **Need Assessment with Federal Ministries** to generate the evidence of the need of the program. 23 federal ministries, departments and institutions officially participated in the program need assessment. This is the most ever wide program need assessment with public sector.
- Establish linkages with federal government officials, like Secretaries, AS, JS DS, DG, SO etc.
- Based on the findings **program document** preparation.
- **Buying process** at Government level and donors' levels.
- Develop a comprehensive **one year Training Plan** comprising details about the training topics, targeted government employees, schedule, expected duration of the training programs, expected budget for the trainings, etc.
- Establishment of Pakistan Governance Strengthening Program's **working group**, the group will have periodical meetings to review the progress of the program and impacts of the trainings.
- Preparation of the Training documents and **formal approval** by the relevant ministry/department and donor.
- Preparation of **Expression of Interests** for the Training Need Assessment of the relevant ministry staff.
- Selection and execution of the **TNA exercise** by the selected specialized organization/institute.
- **Generate report** and approval from the relevant stakeholders.
- Announcement for the **hiring of training providers/trainings** institutions.
- Transparent **selection of the training provider/trainings** institutions, contracting and execution of the training program with following steps:
  - **Training sessions/workshops**
  - **On the job training** support to the government employees.

- **Reports generation** on the training programs and submission to the relevant stakeholders.
- **Conduct stakeholders** meetings to review the progress and decide future plans and actions.

## **Governance and Society Fellowship Program of US Department of State/US Embassy**

PakAID is implementing partner of **Governance and Society Fellowship Program in the United States** of US Department of State with World Learning the prime partner in the US. Every year PakAID selects two groups from Pakistan for the fellowship in the US.

- Development of program **contents and themes**.
- Advertisement and **announcement of the program** in Pakistan and seek applications.
- Review and **Short listing** of the applications.
- Conduct **interviews and select** with principal and alternate candidates with the close consultation of the US Embassy, Islamabad.
- Coordinate with US Embassy and **Visa processing** of the program participants.
- Conduct **Pre-Departure Orientation** (PDO) for the selected participants.
- Assist World Learning Inc. in the **placements of the participants** in different states of United States.
- Fellowship **action plan projects** preparation of the participants.
- Post program **engagements, debriefings, projects and engagement** with US Embassy Alumni Network.

Organization.	<b>USAID – Training for Pakistan</b>
Title.	<b>Senior Training Officer</b>
Duration.	<b>February 2014 to August 2015</b>

**USAID-Training for Pakistan Project** was a four years duration project worth of **33 Million US Dollars**. I served as third most senior position in the program and was also the part of the project designing stage.

### **Major Responsibilities**

- Mainly responsible for the **management of trainings** and capacity building programs under USAID, Training for Pakistan.
- **Generate Training Ideas and Requests** for Government ministries and private sector organizations (complete narrative and financial documents) for the USAID Mission final approval with their consultation.
- **Prepare Training Implementation Plans** (details of the training schedules, trainers, deliverables, etc.) for Pakistan based trainings.
- Supervised and lead implementation of for the following federal ministries;
  - **Ministry of Commerce’s nine months training support program** for 58 mid and senior level ministry staff.

- Training program for the **Ministry of Law Justice and Human Rights**.
- Conducted comprehensive technical **Training Need Assessment** of Water and Power Development Authority (**WAPDA**). It was a national level need assessment covering all WAPDA power generation plants.
- Lead development and later supervised the biggest ever USAID funded **Energy Sector Internship Program, 18 power generation and power related government departments and ministries** participated in the program and placed 300 interns (fresh engineers) for six months.
- Lead and supervised Masters in Public Health scholarship **program for 60 Department of Health, government of Sindh employees** (mostly medical doctors) at Health Services Academy. The purpose of the scholarships was to strengthen the health management system in Sindh.
- Focal person for the **implementation** of all In-country trainings for the public, private and social sector participants.
- **Develop Request for Proposals and Selection of training providers/contractors.**
- **Monitor USAID-TFP funded trainings** on regular basis and prepare monitoring reports. We used monitoring methods like beneficiary monitoring, output monitoring and implementers monitoring.
- **Contracting with Training providers**, negotiate financial and technical proposals, prepare contracts and approve their financial disbursements.
- **Supervise and submission of training reports** prepared by the specialized training providers.
- **Focal person for USAID-Pakistan Participants Training Working Group.** This includes all the USAID partners/projects working on participants training.
- **Work closely with Chief of the Party USAID-TFP** on day to day basis.
- **Supervise** the USAID Alumni Small Grants Program.
- **Supervise USAID-Pakistan Alumni Association**, that include membership, connecting them, web-based networking, criteria, etc.
- **Prepare grants documents i.e. grants guidelines, proposal formats, review score sheets, formation of review committee, contracting documents, reporting formats, etc.**
- **Review Small Grants Proposals** (both technically and financially).

Organization.	<b>LEAD Pakistan</b>
Title.	<b>Coordinator – Project Management Department (designated Project Manager)</b>
Duration.	<b>September 2010 to February 2014</b>

Leadership for Environment And Development (LEAD) Pakistan is a non-profit organization **working since 1995** to create and sustain a **global network of leaders** who are committed to promote change towards the patterns of **sustainable development** that is economically sound, environmentally responsible and socially equitable.

## **Specific Responsibilities**

- Undertake LEAD’s project at Pakistan level, managed **LEAD’s biggest Pakistan level program with 45 Partner Implementing Organizations in Sindh and Punjab. Prepare documents like EOIs, selection of partners, contracting them, supervise and monitoring their projects funded by LEAD-Pakistan.**
- Involve Government departments in the projects like **Ministry of Climate Change, MET department, Agriculture departments in the projects.**
- **Chair the LEAD Pakistan’s Management Committee** and preside over meetings.
- **Develop draining manuals and deliver trainings** for Partner Implementing Organizations on number of topics.
- **Planning, Management, Execution and Monitoring** of LEAD Projects of variety of natures.
- Coordinate and developing **Level of Efforts (LoE)** for other departments i.e. Training, Research and M&E.
- Ensure **donor compliance** related with financial and program deliveries.
- **Negotiations with consultants** and outsource assignments time to time for the projects delivery.
- Develop close **liaison with donors** and communicate on day to day basis for all kinds of matters.
- **Supervise project teams** and ensure their work delivery according to the projects requirements.
- **Supervise budgets** of the project and ensure delivery according to the targets and ensure LEAD Pakistan’s policies.
- **Deliver trainings** at various levels as lead trainer; prepare training presentations, modules and reference material etc.
- **Leading the Local Adaptation Plans of Action (LAPA)** in Pakistan and developed first **LAPA tool kit comprising 17 planning and management tools** (the first of its kind initiative in Pakistan).
- **Focal person** for Project Management Department for **ISO certification** as LEAD Pakistan is **ISO 9000, 2001 certified organization.**

Organization.	<b>PAIMAN Trust Fund / Free and Fair Election Network (FAFEN)</b>
Title.	<b>Program Manager</b>
Duration.	<b>February 2006 to September 2010 (4 Years&amp; 8 Months)</b>

**PAIMAN** is a non-governmental Organization, registered under the Trust Act of 1882. Being Head of Programs, I have been successfully planned and implemented following programs/projects including USAID/RTI/ESRA, The Asia Foundation, Save the

Children, AED, IRC, Plan Pakistan, WFP-UN, DFID, RI, UNDP and embassies of US, UK and German; worth of over **600 Million** Rupees.

### **Programs/Projects**

1. Education Sectors Reforms Assistance (USAID-ESRA)
2. Democratic Governance Program (TAF-FAFEN)
3. Election Observation Program (TAF-FAFEN)
4. Voters' Education Program I & II (TAF-FAFEN)
5. Youth Civic Education Program I & II (TAF)
6. First Time Voters' Education Program (TAF)
7. Voters' List Audit Program (TAF)
8. Capacity Building Program on Election Observation (TAF)
9. Peace Building and Conflict Transformation – US Embassy
10. Peace Building and Human Rights Program – German Embassy
11. FATA Development Program/Livelihood Development
12. UN World Food Programs – Monitoring Program FATA / Conflicted districts
13. Mother and Child Health Project Chakwal (Plan-Pakistan)
14. Mine Risk Education Project-Swat (Response International)

### **Survey and Research Projects**

1. Country level Local Government Performance Research (LGO-2001)
2. Country wide Constituency Aspiration Survey (Governance and Politics)
3. FATA Research on Peace and Conflict & Survey on Bomb Blasts in Peshawar

### **Major Responsibilities**

- Over all responsible for the **conceptual support** to the organizations' thematic areas, assets and sustainability aspects.
- Mainly responsible for **PCM-Planning, Implementation, Management, Monitoring and Evaluation** of all project/programmes with the close coordination of donors.
- **Conduct capacity building sessions** for newly inducted teams/staff at the time of project launching; on organizational ethics, policies, administration, thematic areas and program concepts, organizational business, planning and other different tools according to their ToRs and also identify other opportunities for their on job capacity building.
- Prepare **Concept paper, Project proposal** for various donors RFPs, RFA and EOIs etc and on organizational thematic areas and find funding opportunities.
- Develop different **organizational strategies** in-line with the consultation of Chairman and ED and ensure their **implementation** at the ground level.
- Direct, supervise and monitor all the activities at organizational and project levels and ensure their quality, **outputs and outcomes** and provide **conceptual/intellectual support**.
- **Planning, Management and reporting** to donors e.g. USAID/RTI, The Asia Foundation, Save the Children, Plan International, WFP, AED, IRC, FAFEN, FDP, and embassies of British, US and Germany and ensure their compliances.
- **Coordinate** with all departments and **18 offices all over the country** and provide conceptual, planning and managerial support.
- **Supervise and prepare periodical progress reports** e.g. Monthly, Quarterly, Yearly project Interim and Final reports for **RTI/USAID, Save the Children,**

**The Asia Foundation, FAFEN, WFP, LDP, AED-FATA, IRC, Plan Pakistan and DTCE-UNDP etc.**

- Mainly responsible to develop liaison and coordinate **day to day correspondence** with donors and staff regarding finance and programs.
- **Supervising over 200 regular projects/program staff including 9 project coordinators 7 program and M&E officers etc.**
- **Conduct regular meetings** with staff and Monitoring and Evaluation fields.
- **Plan, Conduct and supervise hundreds of training sessions** including TOTs all over Pakistan for staff, partners, Govt. officials etc..
- **Plan and Conduct research studies, RSA/TNA on various aspects**, we conducted number of research studies.
- Mainly responsible for **Distance Conflict Management (DCM)** among various stakeholders i.e. Govt. departments, Election Commission, donors, communities, politicians etc.
- **Supervise Grants and Budget** for all projects/program.
- **Conduct Trainings of Lecturers for various projects.**

### Previous Jobs

Organization.	<b>Pakistan Educational Alliance, California, Islamabad.</b>
Title.	<b>Director Fundraising and Coordination.</b>
Duration.	<b>December 2004 to January 2006.</b>

Organization.	<b>The Network for Consumer Protection in Pakistan.</b>
Title.	<b>Project Coordinator-Mobilization / Training.</b>
Duration.	<b>Sep. 2001 Sep, 2004.</b>

Organization.	<b>United Nations Development Program.</b>
Title.	<b>Social Organizer.</b>
Period.	<b>25<sup>th</sup> Nov.1997 to 30<sup>th</sup> June 2001</b>

### IT Proficiency

**MS Project, M.S. Word, Excel, Database, Power Point, In-page, E-mail, Internet and Prezi Presentations etc.**

### Languages

**Fluent English, Urdu & Punjabi, fair understanding of Sindi, Seraiki and Pushto etc.** Some understanding of Afghani, Arabic and Balochi.

### Social Media:

On Facebook at: <http://www.facebook.com/haseeb.kiyani.3>

On Google at:  
[http://www.google.com.pk/#hl=en&tbid=&nfpr=1&q=Haseeb+kiyani&sa=X&ei=mirUOHKB8X80QWr7IGgDA&ved=0CCwQvgUoAQ&bav=on.2,or.r\\_gc.r\\_pw.r\\_qf.&bvm=bv.1355534169,d.d2k&fp=ecbdd52f22bc6188&bpcl=40096503&biw=1280&bih=711](http://www.google.com.pk/#hl=en&tbid=&nfpr=1&q=Haseeb+kiyani&sa=X&ei=mirUOHKB8X80QWr7IGgDA&ved=0CCwQvgUoAQ&bav=on.2,or.r_gc.r_pw.r_qf.&bvm=bv.1355534169,d.d2k&fp=ecbdd52f22bc6188&bpcl=40096503&biw=1280&bih=711)

**Glimpse of some Career Activities:**



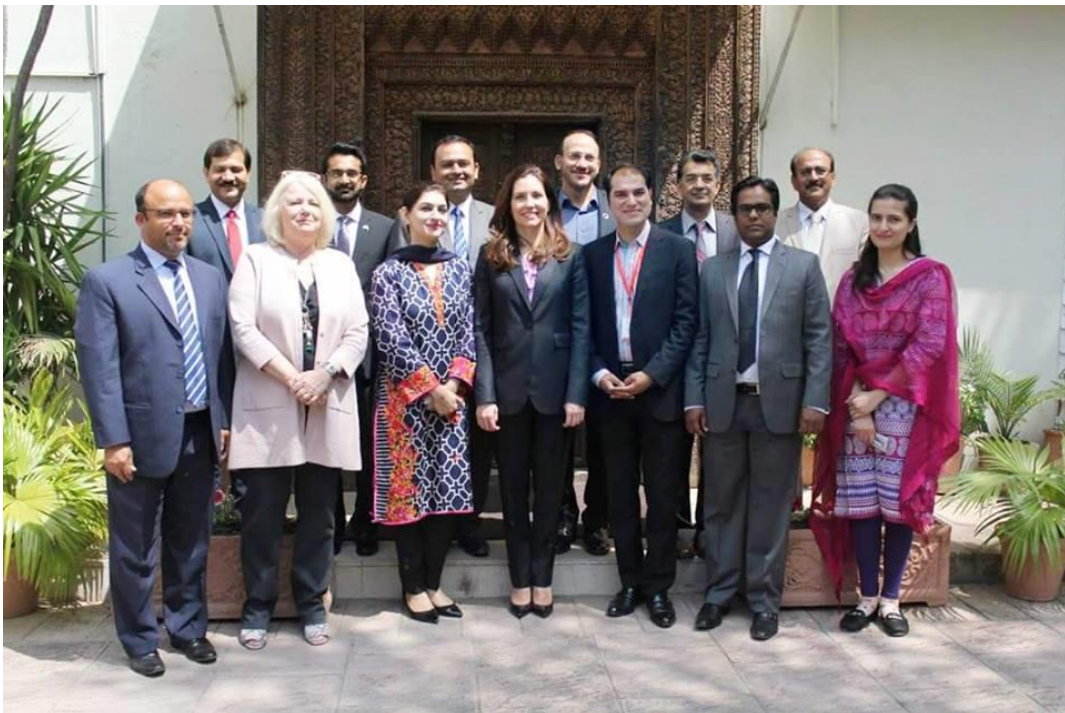
Presenting Souvenir to Assistant Secretary, US Department of State, the Special Representative for Pakistan and Afghanistan is also present at the occasion



With US Ambassador Mr. Donald Bloom, August 23.



Meeting with US Deputy Assistant Secretary in Islamabad



Lead the meeting with US Assistant Secretary on USG strategic importance in Pakistan



Leading a working lunch with Executive Director, US Advisory Commission on Public Diplomacy and High level delegation from the US.



Co-Chair with Mr. Hale, US Ambassador and Senator Syed during International Climate Change Conference



Visiting orphan house Sweet Homes in Islamabad with Ambassador Hale



Conversation with US Ambassador Olson on President Day



With DCM Pratt and other US Embassy colleagues in Islamabad



Speaking to all USAID Partners in Pakistan during Participants Working Group Meeting



USAID Partners Training on ADS 252, 253 (USAID Mechanism)



Talking to the Fulbright Grantees in Pakistan



Anchoring USAID-TFP Energy Sector Entities Panel Discussion



Group picture with BISP staff and Stakeholders in AJK after a Training Program



Introductory dinner with new US Embassy colleagues and Civil Society



Leading the US peer visit to Pakistan under WL – LFP Program



Meeting with PUAN board with US Senior Diplomats



Speaking during the visit Art Gallery funded by USAID Ambassador Fund Program in PNCA.