



**Residence:** Bagh - Tehsil & District Bagh AJK-Pakistan

**Cell #:** 03409100441, +923335084366,

**Email:** [shafait.gardazi@gmail.com](mailto:shafait.gardazi@gmail.com)

## **Syed Shafait Hussain Gardazi**

*Bagh AJK Pakistan.*

**OBJECTIVE:** *Seeking challenging assignments in Development Sector to achieve marvelous results in education, development, & humanitarian tasks.*

### Highlights of Experience

- *Education Specialist – Project Management Unit-IDB Assisted Projects Elementary and Secondary Education GoAJK Manager*
- *Pre-Service Teacher Training USAID-Pakistan Reading Project AJK*
- *Quality Control Officer – MSI for USAID –AGRA Study*
- *Coordinator Professional Development & Curriculum with USAID’s Teacher Education Project ( Pre-STEP)*
- *Secondary School Teacher - AJ&K Govt.*
- *Professional Development Specialist AJK with USAID- Pre STEP Project*
- *Conducted trainings of University and Colleges (GCETs) faculty members on collaborative learning, multiple intelligence, backward designing of session plans , higher order thinking skills, Assessment techniques, rubric development, college improvement plans and participatory assessment .*
- *Provide professional support to all ADE/B.Ed faculty members and*
- *Provide support to practicum schools*
- *Coordinate with MoE AJK , UAJK and DCRD regarding new degree program ADE /B.Ed 4 years*
- *Coordinate with Pre-STEP other components ( fiancé, operation, curriculum development, blended learning, Strategic planning ) to implement project activities.*
- *Consultancy with IDEA for Save the Children International on Disaster Risk Management, Psychosocial support, Community participation in school management, community participation in disaster risk reduction, CRC, School Improvement Plan and alternative teaching methodologies at D.I.Khan*
- *Consultancy with Population Census Organization for 2011 census –Conducted training of trainers in AJK-March 2011*
- *Consultancy with READ FOUNDATION on Baseline Study and TNA for Read Foundation supported schools at District Bhimber AJK*
- *Consultancy with Save the Children US for teachers and community members training on CRC, Disaster Risk Management and community development at Swat and Rajanpur districts from IDEA.*
- *Experience as Coordinator Flood Relief Activates in RISE Pakistan Foundation-need assessment of the flood affected area, fund raising, budgeting for the*

Highlights  
of  
Experience

*program, monitoring and evaluation, coordination with Govt. Departments and other INGOs, NGOs, purchasing of identified items, logistic arrangements , coordination with communities , supervision of supplies distribution in field, reporting of all activities.*

- *Experience as **Deputy Director Teacher Training** in USID-RISE project-helped Director in policy making, technical advices to achieve project goals. Monitoring all teachers training activities, supervised teachers training officers and master trainers team in field. Planning and implementing different project events at district, provisional and state level .Liaison with implementing partners (SRSP & Sungi) on project activities implementation.*
- *Experience in USAID-RISE Project as **Teachers Training Specialist** , worked closely with teachers, communities, education mangers, provincial heads ( Director Elementary & Secondary Education, Director DCTE, Secretary Education , Director PITE, developed training manuals for teachers and communities*
- *Experience in monitoring & evaluation, logistic & supplies, project planning, budgeting , implementation of projects, reporting of project activities, project close out and disposition*
- *Experience to monitor and review partners projects( SRSP,Sungi Development Foundation and ATI) and provide technical assistance/support to IPs for smooth implementation of projects for ensuring effectiveness and efficiency of the response/sub granted projects, maintained close liaison with relevant stakeholders and ensure partnership standards are adhered as per USAID guidelines*
- *Experience in small grant distribution to PTCs through IPs, implementation and monitoring of grants.*
- *Experience in **Save The Children** UK as **Emergency Program Officer Education** worked with communities, students, teachers and education department .Conducted need assessment for schools construction, supplies, capacity building program and child protection issues.*
- *Experience in Govt. Education Department-20 years- elementary and secondary education.*
- *Worked with international consultants to developed training manuals and textbook writing.*
- *Experience in World Bank funded project-NEP( Northern Education Project) in AJK,*
- *Experience in Monitoring & Evaluation & coordination in National & International Organization,*
- *Developed Training Modules for primary, middle, high school teachers*
- *Developed Training Module for head teacher training, education mangers training, leaning resource centers training and psychosocial training*
- *Developed curriculum for elementary teachers in AJK*
- *Experience in distance learning programs.*
- *Knowledge of INEE and familiarity with the INEE Minimum Standards for Education in Emergencies.*
- *Worked with Fazaldad Human Right Organization as master trainer “Human Rights”*
- *Worked with AIOU as tutor- (Distance learning university)*
- *Got outstanding position in Diploma in Project Management from MIIM- Skills Council of Pakistan.*
- *Intensive knowledge of Pakistani government, pre-service and in-service training programs, curriculum development and teachers training manuals development.*
- *Practical knowledge of active learning and project based teaching*

- *Excellent managerial and communication skills-*
- *Excellent relations with director DCTE, PITE, DCTE, DEE and other stake holders of KPK & AJK Government.*
- *Implemented Healing Class room approach during RISE Project*

### **July 2015- till date- PMU-IDB Projects, E&S Education, GoAJK**

### **Education Specialist- Project Management Unit- Islamic Development Bank Projects, E&S Education, GoAJK**

- **Offered following duties:-**
- Coordinated with Govt official at state level to start teachers training program with the financing of IDB ;
- Prepare Expression of interest (EOIs) and Request for Proposals (RFPs) for hiring consultants for Quality and Service Delivery improvement Component of the project.
- Manage training section staff;
- Design and implement ( through consultant) teachers training, managers training, communities training, EMIS staff training
- Monitor Capacity Building activities and Module development activities of teachers in the field.
- Introduce Public Private Partnership (PPP) in education sector of AJK to improve quality education.
- Help EMIS Directorate to strengthen Education Management Information Systems (EMIS) in AJK
- Close collaboration with Secretarial E&S Education , Go of AJK regarding PMU- IDB Projects quality education initiatives
- Support Project Director in day today activities.
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### **Nov 2013 – July 2014 – USAID Pakistan Reading Project**

### **Manager Pre-Service Teachers Training AJK**

#### **Offered following duties:-**

- Coordinated with Govt official at state level to start B. Ed (hons) program in all teacher training institutes;
- Coordinated with universities to offer the new teaching of reading specialization in B. Ed (hons) program;
- Developed and introduced activities to help TTIs improve student teacher practicums;
- collaborated with other project and TTI staff to introduce eLearning courses in universities;
- Developed and helped TTIs to implement a strategic planning activities to improve the effectiveness of their programs;
- Developed and helped on-going professional development programs for TTI faculty to enable them to implement the new B.Ed./ADE curriculum and teaching of reading specialization courses;
- develop and help TTIs implement a monitoring and tracking system to enable them to track progress toward achieving the different objectives of the project;
- help TTIs to integrate the new teaching of reading course into their program;
- facilitate participatory self-assessments of TEP-participating TTIs on the status of the new degree programs via survey, site visits, and focus group discussions with administrators and faculty to identify models of success, obstacles to adoption, and best practices that can accelerate expansion to other TTIs;
- support TEP-participating TTIs to strengthen their strategic planning and management capacity by reviewing and addressing the findings of the self-assessment and updating their strategic plans;

## **July 2013 –Sep 2013 –MSI USAID AGRA Survey in KPK**

### **Quality Control officer. KPK Mansehra:**

Prior to data collection, establish and manage relationships with government officials and school administrators in Mansehra. KP

- Participate in and provide assistance for training sessions in Islamabad and the provinces on standardized administration of EGRA tools and survey questionnaires.
- Oversee and help to organize the field administration of the operational tools in KP .
- Ensure compliance with standardized procedures and protocols for the administration of the EGRA tool and the survey questionnaires.
- Oversee and ensure the performance and management quality of local subcontractors.
- Serve as the contacts and point persons for EGRA's technical staff in the field aspects of the baseline assessment.
- Collect information related to the field activities.
- Prepare regular report updates.
- Participate in debriefing meetings with all baseline staff.
- Make recommendations on improving the assessment activities

## **June 22, 12 till 31 June 2013 USAID's Teacher Education Project- (Pre –STEP)**

### ***Coordinator Professional Development and Curriculum AJK***

- Participated and conducted ToT for MTs at national and provisional level to build the capacity of Universities and college faculties offering ADE/ B.Ed (4 years)
- Meet with university deans, college principals and faculty members to review, support and implement new 4 year degree program.
- Participate and conduct curriculum development, orientation of semesters, foundation module, practicum workshops at national and provincial level
- Meet regularly with provincial Professional development teams to review progress
- Work closely with the Professional Development team to prepare plans for professional development activities in the province
- Provide technical support to the Professional Development team
- Coordinate within the office to ensure that the Professional Development team receives adequate administrative support
- Conduct an annual performance review for all PD specialists
- Ensure that complete and adequate records of training and other professional development activities are maintained and accessible in provincial office
- Meet regularly with the apex institutions, MoE, for planning and sharing professional development activities
- Provide suggestions and recommendations to provincial teams on policy matters
- Plan, implement yearly, quarterly and monthly work plan.
- Develop M & E tools and share with project team.
- Monitoring professional development activities
- Coordinate with implementing partners working with USAID's teacher Education Project in practicum schools.
- Coordinate with Universities, apex institutes ministry of education, collages to implement 4 year new degree program (B.Ed Elementary). Built the capacity of project staff, apex institutions and university/collages faculties for smooth

implementation of project. Coordinate all project events with donors and stake holders. Coordinate with implementing partners, monitor project activities as per PMP. Produce reports and share with HO.

- - Manages project planning processes, work plans and activity schedules to meet USAID-Teachers Education Project Objectives
- - Monitors progress of project activities to ensure objectives, milestones and performance indicators are met.
- - Prepares reviews/documents/ reports based on the stories//best practices shared by the project staff and implementing partner (READ Foundation).
- - Assists the Sr. Technical Director, Directors Professional Development, Blended Learning and Curriculum in carrying out project activities
- - Assists Provincial Director in planing, monitoring and implementing project activities
- - Meet with university deans, collage principals and faculty members to review, support and implement new 4 year degree program.
- - Participate and conduct curriculum development review meetings, orientation of semesters, foundation module, practicum workshops at national and provincial level
- - Meet regularly with provincial Professional development & curricum teams to review progress
- - Work closely with the Professional Development team to prepare plans for professional development activities in the province
- Meet regularly with apex constitutions Director General, master trainers, university department head, affiliated collages principals and faculty members to support them in implementation of project activities.
- - Provide technical support to the Professional Development team
- - Coordinate within the office to ensure that the Professional Development team receives adequate administrative support
- - Conduct an annual performance review for all PD specialists
- - Ensure that complete and adequate records of training and other professional development activities are maintained and accessible in provincial and head office
- - Meet regularly with the apex institutions, MoE, for planning and sharing professional development activities
- - Provide suggestions and recommendations to provincial teams on policy matters
- - Plan, implement yearly, quarterly and monthly work plan.
- - Develop M & E tools and share with apex instituions, university faculty and project team.
- - Monitoring professional development activities
- - Coordinate with implementing partners working with USAID's teacher Education Project in practicum schools.
- - Coordinate with practicum coordinator of university and collages to facilitate them in assessment and other practicum activities.

**Aug 11,2011 till June 22,12 USAID's Teacher Education Project- (Pre –STEP)**

***Professional Development Specialist AJK***

*Working with USAID-Pre STEP Project to design, conduct and evaluate new degree program ADE and B.ED (Honors) training module. Coordinate with universities, teachers training institutes DCRD and provide technical support during teaching. Trained MTs for Associate Degree of Education and B.Ed (Honors) for Pakistan. Help Director PD in professional development activities. Closely work with MoE, AJK MoE, Education Department and University of AJK to implement new degree program in Pakistan, help faculties in professional development.*

*Trained faculties for FM-I,II ,III, Practicum I,II. Attended PDIs science and conducted PDI Math in AJK.*



***Strong knowledge of practicum component, linkages with practicum schools and Education Department.  
Attended and conducted Practicum TOT.***

### **Consultancies**

- ***Save the Children International : July 2011-*** Conducted training on Disaster Risk Management, Psychosocial support, Community participation in school management, community participation in disaster risk reduction, CRC, School Improvement Plan and alternative teaching methodologies at D.I.Khan
- ***AJK Government*** - Conducted ToT of ECCE in AJK during May-July,2011, also conducted a session on article 25 A of 18<sup>th</sup> amendment of Pakistan's constitution at GHS Dhary Bagh AJK. Organized trainings on ECCE at GHD Dhary. Helped in producing class room teaching learning material by teachers.
- ***READ FOUNDATION March 2011-*** Baseline study and TNA for Read Foundation sponsored school at Bhimber AJK
- ***Save The Children Dec,2011*** –Training for teachers & community members on CRC, Disaster Risk Management and community development at Swat and Rajanpur districts from IDEA

**Nov 13, 2006 to Aug 11, 2010**

**USAID-RISE Project**

### **Deputy Director Teachers Training Mansehra –KPK**

Working with USAID-RISE as Deputy Director Teachers Training -capacity building of district education managers, teachers and communities, capacity building of teachers training institutes, education department officials in manual development, support state/provincial education department in monitoring in field . Managed and implemented project plans. Coordinate with implementing partners IRC, NRSP, SRSP and SUNGI Development Foundation. Liaison with USAID .

#### **Responsibilities:**

- Planned, managed and monitor program activities in the district of Mansehra KPK.
- Provide policy and technical advices to project CoP and Government Education Department.
- Prepared annual work plan for teachers training component
- Prepared the budget for different activities of the project
- Coordinate with provincials level education managers.
- Supervise teachers training team and master trainers.
- Ensure equal participation of male & female teachers in all activities of project.
- Discussed budgetary issues with director finance.
- Monitor gender sensitive issues and solve the issues.
- Conduct needs assessment of teachers.
- Identify potential master trainers from government education department and trained them according to RISE approach.
- Developed teachers training material( active learning technique were used in these manuals) on the basis of need assessment by involving DCTE, PITE, RITE and Education department of KPK & AJK
- Identify potential authors from teachers training institutions and education department.
- Trained / help authors in developing training material on active learning approach
- Monthly planning & reporting of activities.
- Close coordination with provincial & district education department.
- Attend directors meeting and implement meetings decisions in the filed.
- Coordinate with DCO, district management and other organization working in education.
- Chalk out training plans for teachers during vacations.
- Coordinate with implementing partners (SRSP and Sungi) on RISE activities.
- Monitor USAID- RISE small grant program in field.
- Assist staff in producing concept papers about project initiatives PDF and Subh-e-Nau
- Assist Director Teachers Training in planning and monitoring the project activities.
- Monitoring & documenting the implementation of activities & preparing timely reports.

- Participate in teachers training, head teachers training and EDOs/ADOs training programs.
- Hiring of staff for teachers training team.
- Developed head teachers training and learning resource centers training material and trained master trainers.
- Facilitate Steering Committee meeting in which all decisions were taken by key stake holders host by USAID-RISE
- **Coordinate with all 3 components of RISE-USAID project**
- **Focal Person/ Manager of 72000 Books( donated by IBB) distribution in RISE working districts**
- **Member of RISE-USAID scientific equipments purchase committee, stationary items purchase committee, food committee, sample collection committee and quality control committee.**

**Aug, 11 2010 to Dec,2010**

**RISE Pakistan Foundation**

**Coordinator Flood Relief Activities- KPK**

Working with RISE Pakistan Foundation to help flood affected peoples of KPK- conducted need assessment of the Nowshera & Charsada districts of KPK, organized fund raising campaign, budgeting for the relief activities, liaison with other NGOs working in the area, coordination with UN & Govt. agencies , purchasing of supplies , logistic arrangement, supervision of distribution, reporting of the activities.

**Dec.2005- May 2006**

**Save the Children- UK**

**Project Officer Education- Bagh AJK**

- Support Education Department at Bagh to overcome educational deficiencies in earthquake area
- Identified the needs of education department and provided equipments and other supplies.
- Identified child protection issues and address the issue by capacity building programs (CRC training), established child friendly spaces, organizing different events in schools.
- Helped education manger in project planning and implementation.
- Developed the mechanism to rehabilitate schools in earthquake area.
- Prepared the work plan, assign the duties to field staff and monitor them.
- Established/reactivate SMCs/PTCs and trained them to developed SIP.
- On SMCs/PTCs recommendation provide school supplies, tents and shelters.
- Developed and implemented teachers training & SMC training program in Bagh AJK.
- Developed the teachers training manuals on psychosocial, pedagogical and content based activities
- Chalk out the plans for providing teaching learning material, shelters and tents in earthquake area.
- Identified and trained the master trainers for teachers training program.
- Trained the teachers and district education officials with the collaboration of education department master trainers
- Prepared periodical reports and other documentation for head office and donors.
- Additional tasks assigned by supervisor.
- Coordinate with donors and IPs

March 1986 - Dec 2005

Education Department AJK Govt.

Head of Physics & Math's Department /Secondary School Teacher In Different Schools/Colleges

**Master Trainer- Science Subjects/ World Bank-Northern Education Project**

#### Responsibilities:

- Managed/ supervised the schools in different locations of Bagh AJK.
- Prepared School Improvement Plans (SIP) and implement it.
- **Developed the training material for primary school teachers in World Bank -Northern Education Project**
- **Developed text books for middle classes ( science, math)**
- **Developed psychosocial training for earthquake affected teachers.**
- Attended ToT workshops in NEP
- **Conducted the teachers training in AJK in collaboration with World Bank under NEP Project**
- Developed assessment tools for grade 4 students in AJK under umbrella of Ministry of Education Pakistan
- Trained 1100 primary teachers in World Bank- NEP Projects through out AJK
- Delivering Physics and Mathematics lectures to high schools classes.
- Meeting with teachers, parents, & education officers to solve student problems.
- Maintenance of discipline in the School / College.
- Solving the problems of students.
- Conducting examination and reporting student's achievements.
- Serving as an external examiner.

#### Qualification:

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| • <i>M. Phil Teacher education</i>                   | <i>UoAJ&amp;K - Course work completed, theses in progress</i>      |
| • <i>M.A Political Science</i>                       | <i>Punjab University Lahore</i>                                    |
| • <i>M. Ed Teacher Education</i>                     | <i>Allama Iqbal Open University Islamabad</i>                      |
| • <i>B.Sc. Ed (Physics, Double Maths &amp;.Edu.)</i> | <i>AJK University Muzaffrabad</i>                                  |
| • <i>F.Sc</i>  | <i>AJK Board Mirpur</i>  |
| • <i>SSC (Science)</i>                               | <i>AJK Board Mirpur</i>  |
| • <i>Diploma in Project Management</i>               | <i>Modern Institute of Information &amp; Management, Islamabad</i> |

#### Professional Achievement:

- **Got appreciation letter and promotion from Chief of Party RISE-USAID**
- Gold Medal in B.Sc. Ed Exam from AJK University.
- Got an appreciation letter from AJK Education Department for outstanding work done in education
- Got merit certificate from MIIM Islamabad in "Diploma in Project Management"
- Organized authors, education managers and teachers workshops successfully.
- Developed Teachers training manuals and textbooks of science & math for primary & middle school teachers and mathematics & chemistry manuals for high school teachers.
- Developed psychosocial training manuals.
- Produced monthly, quarterly and annually reports of the program.
- Excellent trainer, negotiation and life skills



## Skills:

- *14 years experience of curriculum development, content analysis, textbook writing, assessment tool development, development of teachers training manuals, planning and formulating of teachers training program, coordination*
- *Proficient in new teaching techniques, approaches, assessment techniques.*
- *Ability to work on Education in crisis-affected areas.*
- *Good managerial, administrative and organizational skills; experience in preparing and implementing workshop, seminars and conferences at all levels*
- *Good understanding of **Rights Based Approach**;*
- *Good at preparation and implementation of operational plans, capacity building programs, prepared & implemented annual, quarterly, monthly and weekly work planes.*
- *Conceptual clarity on issues related to education and knowledge of education related policies;*
- *Excellent ability to examine and link education issues with two main lenses of patriarchy and globalization;*
- *Exposure of work in a diversified multicultural set-up.*
- *ability to work independently as well as in a team*
- *Extensive knowledge of information systems, computers, office equipment and clerical procedures.*
- **Good at project planning, budgeting and logistics.**
- **Having substantial experience in project management/working in partnerships with local/ national NGOs.**
- **Having good analytical skills backed by experience that spans areas such as field / action research, and field experience in programme management.**
- **An in-depth understanding of development issues pertaining to education and child development.**
- **Experience in advocacy at the level of communities, NGOs, and donor agencies.**
- **Experience in implementing programme interventions based on rights perspective.**
- **Having good networking skills within the communities they work in and local NGOs.**
- **Ability to appreciate children issues in the context of the community and the macro environment.**
- **Skills related to participatory research methods, computer literacy, and financial management.**
- **Good communication skills both written and oral. Ability to write high quality reports on programme interventions.**
- **Ability and willingness to travel widely and frequently.**
- **Strong interpersonal and negotiating skills: ability to accept criticism, tolerant, assertiveness, the ability to adapt behavioral style to the circumstances in order to achieve positive outcomes.**
- **Good time management skills and ability to multi-task.**
- **Sensitive to child protection issues.**
- **Ability to understand and comply with security guidelines.**
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## Hobbies:

- Reading books & News Papers
- Games Cricket, hockey
- Performing humanitarian tasks

**Languages:**

- English (Read, Write, Listen, Speak)
- Urdu (Read, Write, Listen, Speak)
- Hindko (Read, Listen, Speak)
- Pehari (Read, Write, Listen, Speak)
- Punjabi( Read, Write, Listen, Speak)

**References:****Dr. Naeem Sohail Butt**

DCOP (Programs) USAID Pakistan Reading Project.

Cellular +92301-8567210

Email: [nsohailb@yahoo.co.uk](mailto:nsohailb@yahoo.co.uk).

**Sajjad Ahmed**

Teachers Training Coordinator

USAID Pakistan Reading Project

AJK

Cellular: +92300-0340408

Email: [Sajjad.ahmed@pakreading.org](mailto:Sajjad.ahmed@pakreading.org)