
SAADIA MUMTAZ

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EXPERT IN: Human Rights, Law, Governance and Gender• Legislative drafting, Report writing

• Team Collaboration • Programme Planning • Project Development • Coordination & Stakeholder Management • Team Building & Management • Capacity Development • Trainings & Workshops • Persuasive communication style • Problem Solving & Decision Making • Strategic leadership • Microsoft Office Suite. Ability to provide well thought-of solutions to complex problems

■ PROFESSIONAL OVERVIEW

Highly accomplished, responsible and resourceful development professional offering more than 20 years of experience in law, gender, governance and human rights. Well experienced in program development management, implementation and reporting. Possess good management, analytical and networking skills.

Well trained in dealing with development agencies, CSOs, elected representatives and government organizations, ministries/departments at the federal, provincial and district level. Proven track record of designing and executing trainings for various stakeholders including parliamentarians, lawyers, media, police, community groups, government officers, and elected representatives of local government.

Skillful in drafting laws/bills/ rules and carrying legislative and policy research. Possess the ability and experience to analyze laws and write reports.

Extensive experience of working with the donors such as USAID, DRL, BMZ, CIDA, RNE, UN, EU. Well acquainted with their compliance requirements.

■ EMPLOYMENT CHRONICLE

May 2019 – Dec 2021 || **Program Manager** || **FRIEDRICH NAUMANN FOUNDATION supported by EU**

Successfully completed and spearheaded a project for promoting democratic local governance (DLG Project) with 1.3 million (euros) fund in 4.5 years funded by European Union, directed team of 21 people and a network of 15 CSOs working in 15 districts across three provinces.

Key Responsibilities:

- Supervised and managed project activities.
- Responsible for program reporting and coordination with European Union Delegation in Pakistan.
- Built collaborative rapport with the local partners.
- Conducted capacity building trainings for partners on periodic basis.
- Ensured compliance of all EU regulations and BMZ regulations with respect to its funding.
- Conducted field visits, provided technical support to partners in 15 districts in program implementation.
- Represented FNF Pakistan at national and international forums
- Provided peer support to FNF's office in Bangladesh and Jordan on how to roll out and manage an EU funded project. Both the offices had started implementing EU supported projects.

Jun 2012 - Mar 2016 || **Project Officer Gender and Inclusion with International Foundation for Electoral Systems (IFES) for Supporting Electoral Reforms Project**

Managed sub grants to local CSOs, supported and coordinated with Election Commission for the emancipation of women, minorities and persons with disabilities in the electoral processes and ensured gender and inclusion in all program and policies of IFES with a focus on including rights of persons with disabilities and minorities.

Key Responsibilities:

- Reviewed electoral laws from the gender and inclusion perspective and proposed amendments thereof.
- Credited for organizing first ever international conference on the inclusion of persons with disabilities in Electoral processes in Pakistan; also provided technical support to IFES in areas of gender and inclusion
- Provided support in setting up a Gender and Inclusion Wing in Election Commission of Pakistan.
- Responsible for preparing project reports.
- Held trainings for partners and stakeholders on gender and inclusion.

Sept 2007 Sept 2008 || Legal Expert || Ministry of Women Development (UN Women) for 4th CEDAW Report

- As a legal Expert to Ministry of Women Development supported by UN Women drafted the fourth Country Report of Pakistan on Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) submitted to UN CEDAW Committee.

Mar 2007 May 2008 || Program Officer || THE ASIA FOUNDATION for Free and Fair Elections Network (FAFEN)
*Exercised hands-on approach and effective controls to manage and coordinate with a network of 30 FAFEN CSOS (Free and Fair Elections) in 90 districts of Pakistan to ensure tasks and activities are accomplished under the project;***Key Responsibilities:**

- Executed capacity building program for the sub-grantee organizations; conducted due diligence of potential CSOs to be included in the FAFEN network as well as conducted internal monitoring and evaluation of program activities.
- Conducted due diligence of potential partners. Prepared project reports
- Responsible for conducting trainings of partners organizations on elections and voter education.
- Prepared and executed "Voter Education" strategies and activities, based on demographic surveys and cultural differences in more than 90 districts of Pakistan implemented by FAFEN(Free and Fair Elections Network).
- Devised a voter education strategy for increasing role and participation of women both in urban and rural areas of the country.
- Developed media campaign and assisted in formulating public service messages, documentary and talk shows for television and radio for voter education.
- FAFEN is now a sustainable network of more than 30 CSOs and has become a Trust (TDEA).

Dec 2006 to Mar 2007 || Senior Program Officer || National Democratic Institute for International Affairs (NDI).

- Built and maintained collaborative working relationships with political parties and other stakeholders.
- Conducted assessments, surveys, skill based training, seminars and workshops with political party participants to enhance women's representation
- Held trainings for women in politics.
- Facilitated information and skills exchange between networks of different political party participants.
- Prepared reports that detail program activities and monitor and measure program results and political developments
- Managed and reconciled program expenses in consultation with the Program Manager and Country Director

May 2002 to Nov 2006 || Regional Coordinator || Aurat Foundation**Major Tasks performed**

- Prepared policy briefs for parliamentarians
- Monitored legislative process to assess implications of laws/bills and policies coming into force on women.
- Contributed in the production of newsletter published quarterly by Legislative Watch Program highlighting policies /legislations and judgments given by courts effecting women.
- Held networking meetings with parliamentarians for legislative reforms and women's legal rights issues;
- Observed proceedings of National Assembly & Senate sessions
- Conducted meetings, consultations, and capacity building trainings for parliamentarians, lawyers and media;

- Prepared program reports for Royal Norwegian Embassy
- Maintained database of stakeholders including parliamentarians, lawyers government officials etc.;

Mar 2001 to Apr 2002 || **Practice of Corporate Law // Banking Laws with Qamar Law Associates, Islamabad.**

■ Consultancy Experience

Consultancy experience with National & International / Govt and Non Government Organizations

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| – National Commission on the Status Of Women | – International Foundation for Electoral Systems |
| – Aurat Foundation | – Development Alternatives Incorporated |
| – Centre for Peace and Development Initiatives | – UN Women |
| – Devolution Trust for Community Empowerment | – Ministry of Women Development |
| – Friedrich Naumann Foundation | – Ministry of Human Rights |
| – The Asia Foundation. | – Women Parliamentary Caucus at the National Assembly |
| – West Minster Foundation | – |

■ Assignments undertaken as a Consultant

Following are the miscellaneous projects:

- Development Alternatives Incorporated Tabeer Project conducted programmatic review of potential partners for partnership.(Feb 2018-March 2018)
- Devolution Trust for Community Empowerment developed a training manual on rights based legal framework for Khyber Pakhtunkhwa provincial departments and conducted TOT for the provincial government officials.(Nov-Dec 2016)
- West Minister Foundation carried out a comparative study of domestic violence laws of 5 Asian countries.(Oct 2016)
- Centre for Peace and Development Initiatives: Conducted 10 trainings in Punjab for the physical safety of journalists (April-Sept 2016)
- National Commission on the Status of Women conducted research on Police Reporting, Investigation Mechanisms, Political Interference and Safety and Security/Harassment of the Victims.(Jan 2011-Dec 2011)
- The Asia Foundation, carried evaluation of a program on Women and Islam in Pakistan, implemented in three countries, Afghanistan Pakistan and Bangladesh.(Dec 2011)
- Centre for Peace and Development Initiatives, conducted training workshops on “Gender Justice” for community members, lawyers, media, medico Lego staff, police and drafted a policy brief for parliamentarians. (July 2011-Sept 2011)
- Sungi Development Foundation, conducted training workshops on inheritance law and forced marriages.(June 2011)
- Civil Society Human & Institutional Development Program carried desk review for understanding different international instruments, definitions used and perspectives on Peace and Peace Building. Developed qualitative and quantitative tools based on the criteria, for mapping exercise specifically on assessing peace building initiatives. (Sept 2010)
- Aurat Foundation, developed a working paper for drafting a policy for Internally Displaced Persons. (IDPS). (Oct 2010)
- UN Women, reviewed the Human Trafficking Ordinance and Pakistan Penal Code to combat women trafficking for law reforms and reviewed the Functioning of Gender Crime Cell. (May-July 2010)
- International Federation for Electoral Systems, (IFES) reviewed Electoral Laws for effective political participation of women and minorities and proposed amendments in the legislation. (August 2010)
- National Commission on the Status of Women, carried research study on (Parallel Judicial Systems Pakistan.(May 2010)
- Centre for Research and Security Studies, conducted Legislative Research and drafted a Bill on Right to Information.(Jan 2010)

- Aurat Foundation, conducted desk review on Legislation for women since 2002-2010 and core issues that need to be addressed through legislation and policy reforms.(April 2010)
- Centre for Development and Peace Initiatives and Friedreich Naumann Foundation, (FNF) conducted trainings workshops on Right to Information for CSOs, media, government officers and lawyers.(Nov- Dec 2009)
- National Rural Support Program conducted trainings about discriminatory laws against women.(Dec 2009)
- National Commission on the Status of Women, developed a brochure on discriminatory laws against women, and what needs to be done.(March 2010)

■ Assignments undertaken for Law Reforms and Legal Rights

- Reviewed and drafted laws
- Prepared court cases.
- Provided legal aid and counseling to the survivors of violence
- Conducted more than 25 trainings on legal rights of women under the CEDAW framework and Pakistani law.
- As a Consultant to Ministry of Human Rights, worked on the Child Rights Convention Report and covered the legal part of the fifth Periodic report submitted to UN Committee on Child Rights. (Sept- Dec 2012)
- Conducted approximately 50 workshops on gender, inclusion, governance and human rights.

▶ Certificate course in Legislative Drafting from Boston University Law School in 2007

▶ B.A LL.B (Honors)in “Shariah and Law” from “International Islamic University” - Islamabad in 2001.

Professional Fields of Interest

- Human Rights, Gender, Law and governance
- Legislative drafting
- Law reforms

Memberships

- Advocate High Court, Enrolled with the Punjab Bar Council in 2004
- Member Law Committee National Commission on the Status of Women from 2009-2011

Language Proficiency

- Command over English, Urdu, and working knowledge of Punjabi and Arabic languages.

Reference 1

Arshad Rashid

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