

TOOBA SIDDIQI

CONTACT DETAILS

Islamabad

tooba.siddiqi86@gmail.com, 0092 321 422 6006

LinkedIn: [linkedin.com/in/tooba-siddiqi-a567984b](https://www.linkedin.com/in/tooba-siddiqi-a567984b)

PROFILE

Tooba Siddiqi is a distinguished Capacity Building Specialist with over 12 years of extensive experience in enhancing the skills and capabilities of individuals and organizations within the humanitarian and development sector. Her expertise spans youth mobilization, community-led initiatives, and resource development, with a strong emphasis on quality and accountability in humanitarian action. Tooba has been instrumental in designing and delivering comprehensive training programs on the Core Humanitarian Standard (CHS), Quality, and Accountability. As a Trainer and Focal Person for the Regional Sphere Partner, Community World Service Asia, she has developed and implemented training modules that align with international humanitarian standards, empowering numerous humanitarian workers and organizations to improve their practices and adhere to globally recognized standards.

Currently, Tooba coordinates the Strengthening Humanitarian Action program, focusing on enhancing quality and accountability across national and regional levels. Her work involves creating tailored capacity-building initiatives, facilitating workshops, seminars, and online training sessions to ensure that humanitarian staff are well-equipped with the necessary skills and knowledge to deliver effective and accountable services. Her previous roles, including managing community engagement projects and overseeing large volunteer networks, highlight her ability to promote professional development and support advocacy efforts. Tooba's proficiency in utilizing technology for training delivery and her dedication to continuous learning have enabled her to develop innovative training materials and resources, significantly contributing to the improvement of humanitarian action and better outcomes for the communities served.

EMPLOYMENT

Programme Coordinator - Strengthening Humanitarian Action | Quality and Accountability

Sep 2022 - Present

Community World Service Asia, Islamabad

1. Training Management & Facilitation:

- Designed, managed, and delivered over 30 workshops and training sessions with local and national organizations and institutions in Pakistan, focusing on the Core Humanitarian Standard (CHS), Sphere Minimum Standards, and related themes in Pakistan and the region.
- Planned and conducted Quality & Accountability (Q&A) orientations, trainings, and workshops at national, subregional, and regional levels.
- Coordinated with national and international resource persons and trainers to ensure the smooth implementation of training sessions.
- Developed Q&A training modules, session plans, manuals, and promotional materials to support effective capacity building.

2. Quality & Accountability Networking, Coordination & Advocacy:

- Led and managed Sphere/Quality & Accountability Focal Points in the Asia region, identifying potential areas for collaboration and joint action on Q&A initiatives.
- Built and maintained strong, long-term relationships with national and regional participants to support ongoing advocacy efforts.
- Established contacts and developed relationships with I/NGOs, UN bodies, and other potential collaborators.
- Conducted and followed up on advocacy and lobbying activities related to Q&A with stakeholders such as Sphere Focal Points, Accountability Learning Working Group, Q&A HuB ADRRN, CHS Alliance, ICVA, and their members.
- Participated as a panelist for "25 years of Sphere: What's next for minimum humanitarian standards" at the

Humanitarian Network Partnership Week in Geneva, Switzerland, in 2023.

- Managed and participated in the Sphere Focal Point – Asia for regional focal points as part of Regional Humanitarian Partnership Week in Bangkok, Thailand, in 2022.
- Managed and led a session at the CHS Alliance Regional Revision Consultation Workshop in Bangkok, Thailand, in 2023.
- Served as a co-chair for the UN OCHA Accountability to Affected People – Working Group in Pakistan.
- Networked and coordinated with partners and other Q&A initiatives, including CHS Alliance, Sphere and companion standards, NGOs, INGOs, UN, and government officials; attended UN cluster meetings and other forums such as the Pakistan Humanitarian Forum and National Humanitarian Network as required.
- Coordinated with other projects and departments within Community World Service Asia for Q&A-related activities, ensuring compliance, mainstreaming, and implementation.

3. Quality & Accountability Work in Flood Response 2022:

- Localized and translated materials, including videos and one-pagers, into local languages for wider accessibility.
- Developed a digital campaign on Q&A with a reach of 3 million from organizational platforms.
- Led programs to develop workshops for media personnel on topics such as Reporting in Emergencies, Quality and Accountability – Core Humanitarian Standard, Sphere Minimum Standards, Cash Voucher Programming, and Accountability to Affected People, targeting NGOs and government institutions in Sindh and Khyber Pakhtunkhwa.
- Developed a staff guide on Quality and Accountability for use in emergencies.
- Developed and conducted webinars during the response stage on Safeguarding and Quality and Accountability.

Senior Program Officer- NGO Help Facility

Dec 2021 – Sep 2022

Community World Service Asia, Islamabad

- Implemented targeted capacity-building initiatives tailored to the specific needs of stakeholders, including Parliamentarians, the Economics Affairs Division, and the Social Welfare Department in Punjab and KP.
- Developed and conducted over 10 training workshops, seminars, and other capacity-building sessions to enhance stakeholders' knowledge and skills in areas related to project activities and goals.
- Provided hands-on support and coaching to stakeholders, offering guidance on best practices, strategies, and techniques relevant to their roles and responsibilities.
- Offered personalized assistance and troubleshooting to address any challenges or barriers encountered by stakeholders in implementing project activities.
- Facilitated access to resources, tools, and information necessary for stakeholders to effectively carry out their roles within the project.
- Ensured stakeholders had access to relevant materials, guidelines, and manuals to support their capacity-building journey.
- Maintained ongoing engagement with stakeholders, promoting a collaborative environment conducive to learning and growth.
- Gathered feedback from stakeholders to evaluate the effectiveness of capacity-building initiatives and identify areas for improvement, ensuring continuous enhancement of capacity-building efforts.

**NGO Help Facility is a free of cost one window operation for NGOs for technical discussion, coaching, online information, resources and virtual clinics to support NGOs intending to file their applications for registering with the governing bodies.*

Consultant – Impact Analysis for Covid Response Program for Pehli

Oct 2020 – Oct 2020

Kiran Schools

Cities for Children, Islamabad

Conducted research and developed impact analysis reports for the Seekho Sikhao Saathi programme, using data to inform and improve curricula and teaching pedagogy.

Communication Consultant

Sep 2019 – Oct 2019

Tabadlab, Islamabad

Supported in producing the communication products by Tabadlab for an event for Ministry of Foreign Affairs (MOFA), on 40 years of Pakistan hosting Afghan refugees.

Consultant – Research Associate

Sep 2018 – Oct 2018

Pak Alliance for Maths and Science, Islamabad

Conducted a functional mapping and capacity assessment of the Ministry of Federal Education and Professional Training (MoFEPT), including its subsidiary departments.

Community Engagement Manager – Alif Ailaan

Nov 2017 – Sep 2018

DAI Pakistan, Islamabad

- Managed a nationwide network of over 8000 education volunteers who drove local and national campaigns. The

role involved the recruitment, training and mentoring of these education volunteers.

- Conceived and developed the **Volunteer Fellowship Programme** for selected volunteers who worked in the central office, to get a better understanding of the campaign.
- Led a network of 25 Education Activists across Pakistan, providing them with training and resources to effectively mobilize civil society, parents, communities, and the media to demand improved educational outcomes, thereby playing a crucial role in galvanizing support and driving collective action.
- Supported in conception and development of more than 35 district campaign events nationwide, including multi-party political conventions, civil society conventions, science festivals.
- Supported the establishment and branding of 23 regional advocacy campaigns into independent organisations, which were locally registered for sustainable education campaigning in the targeted communities.

Organisational Development Consultant

Mar 2017 - Aug 2017

Youth Development Foundation, Islamabad

Developed comprehensive reports with assessments and recommendations for a series of diversity camps that hosted young people from across Punjab. These camps aimed to promote inclusivity, understanding, and peaceful coexistence among diverse groups. Based on my recommendations, the Youth Development Foundation (YDF) adjusted its youth engagement activities to effectively counter religious intolerance and violent extremism among young Pakistanis, utilizing these camps as a viable alternative strategy.

Film Festival Coordinator

Mar 2016 - Feb 2017

The Little Art, Lahore

A part-time member of the Zero MM team, a pioneering Southasian youth festival aimed at creating a launchpad for emerging and student filmmakers across the world.

Deputy Manager, Volunteers and Alumni

Apr 2011 - Jan 2016

The Citizens Foundation, Islamabad/ Lahore

1. Volunteer Program Management:

- Managed the recruitment and coordination of over 1,000 volunteers for The Citizens Foundation's (TCF) leading volunteer programs, Rahbar and Career Counseling, benefiting more than 3,000 students in Punjab and Khyber Pakhtunkhwa.
- Organized and managed an annual Summer Camp, transforming university students into mentors and tutors for struggling TCF students, enhancing their academic and personal development.
- Established and maintained relationships with colleges and universities to facilitate admissions and scholarships for TCF alumni, supporting their further education and career aspirations.

2. Remote Program Coordination:

- Remotely managed simultaneous volunteer programs in various cities across Punjab and Khyber Pakhtunkhwa, overseeing the recruitment of volunteers, logistical management, and troubleshooting to ensure smooth operations.
- Provided hands-on assistance in regularly updating the content of various volunteer programs, ensuring they remained relevant and impactful for participants.
- Developed and managed relationships with individual and institutional donors, securing continued support for TCF schools in the Punjab and KP regions, thereby strengthening the sustainability of educational initiatives.

EDUCATION

Bachelors in Management Science

Sep 2005 - Jun 2009

Institute of Administrative Science, University of the Punjab, Lahore

CERTIFICATES

Training of Trainers on Sphere Minimum Standards

Sep 2023

Applying Sphere Standards in Urban Context Course

Dec 2023

INTERESTS

- Travel, Korean dramas, architecture and interior, board games, exploring food and the culture around it and French Chateau video content

REFERENCES

References available upon request.