

Gender: Male

First Name: Syed Muhammad

Surname: Ashfaq

Where are you based: Pakistan

Email: hedfpk@gmail.com

Languages you speak: English

Organisation Representative: Huqooq-ul-Ebad Development Foundation

Website of organization (or social media account): www.hedfpk.com

Where is your organization based?: Pakistan

Do you have permission from your organization to serve as a facilitator, knowing that it could occupy 20-30% of your time over the next 2 years?: yes

What kind of additional support you will receive if you became the next Co-Facilitator: Being a Co-Facilitator is both a skill and an art. It is a skill in that i can learn certain techniques and can improve my ability with practice. It is an art in that some people just have more of a knack for it than others. As a organization leaders I are required to facilitate meetings: thus, as a Board President I must be trained in how to facilitate. To put it another way, facilitating actually means:

- Understanding the Goals of the meeting and the organization

- Keeping the group on the agenda and moving forward

- Involving everyone in the meeting, including drawing out the quiet participants and controlling the domineering ones

- Making sure that decisions are made democratically So as Co-Facilitation will offer me the following advantages:

1. Shared workload for the facilitators.

2. A variety of delivery styles and personalities which will enhance the learning experience. 3. Multiple facilitators can provide more personalized instruction for participants than a single facilitator could provide.

4. Instructional back-up for challenging situations.

5. More hands-on supervision and support during practical sessions.

6. Ideas to improve on own delivery from seeing Co-Facilitator in action. 7. Feedback and recommendations for improvement of delivery from other Co-Facilitator.

What is your background in NGOs and Civil Society work on the ground?: As a Chief Executive Officer OF Huqooq-ul-Ebad Development Foundation (HEDF): Provided oversight of the Operations, Administration, Finance, and Commodity Management, Interactions with national and international organizations and Strategic Planning and Management. My key expertise includes

- Resourceful self-starter with a high level of creative initiative
 - Excellent interpersonal communication skills, rapport-building, and emotional intelligence
 - Passionate about political advocacy.
 - Leadership experience, preferably involving Volunteer Recruitment and Management
 - Team player skilled at collaborating across teams, departments, and organizations
 - Strong written communicator able create action-oriented content for various audiences
 - Commitment to equity, knowledge of diverse groups, and sensitivity and appreciation to cultural differences
 - Comfort and poise as a public Speaker/Trainer
 - I have detail oriented approach to campaign planning, Accountability, and tracking progress and metrics, and understanding of successful organizing models. Flexibility, Self- Awareness, Emotional Intelligence, Cultural Competence, and ability to bring creative ideas and fresh perspective to an evolving organizing program
 - Ability to prioritize, multitask, and meet deadlines with a rapidly- evolving workflow
 - I have computer literacy, willingness to quickly learn new online tools, and competence with Microsoft Word, PowerPoint, email, and the internet
- Since its inception, the HEDF has raised funds successfully from different philanthropists for its projects in various sectors including Environmental Issues, Human Rights Specifically Women's Rights, Research and Data Collection, Climate Change, Health, Education specifically girls Literacy and Awareness Campaigns against GBV, Corruption, Dengue, HIV / Hepatitis etc. Sustainable development is built on a shared understanding of economic, environmental, and social goals in a governance context at the local as well as national level as our activities are very much linked with sustainable development goals as shown by the table given below
- Huqooq-ul-Ebad Development Foundation (HEDF) was established in 2010 and Registered in the year 2012 as an independent, Non for Profit, non-Political and Non-Governmental Organization (NGO) From District Gujarat, Punjab – Pakistan under the Voluntary Social Welfare Agencies 1961 of the Government of Pakistan (Registration & Control) Ordinance, 1961 (XLVI of 1961), Vide Registration No. Do/SW/ Regd/ GRT/2012-113 and also Registered with Federal Board of Revenue (FBR) Government of Pakistan as NGO/NPO Vide letter no. CIR/RTO/SKT/1923/Z-II dated 20-02-2013 for the purpose of Tax Exemption having National Tax Number (NTN) 4044775-8. HEDF has been granted "Special Consultative Status with the Economic and Social Council (ECOSOC) with the United Nations since 2014 and also having Accreditation from "United Nations Environment Assembly" from 18th July 2018. HEDF is working together with the different stakeholders as per Charter of the United Nations to build a global village of lasting Peace, Social, Economic Justice and Sustainable Development for the 21st Century. HEDF has established a comprehensive network of Community based organizations both for men and women in various parts of the Country and has close contacts with a number of NGOs in the target areas in order to share information and experiences etc. The organization has a vast network of Volunteer members and currently it has 250 Volunteers working in various parts of the Country. These Volunteers assist people in their respective Communities as well as contribute and facilitate the organization in the implementation of different projects. HEDF has an elected Board of Directors (BOD), which consists of

seven members, employ for a period of three years. The Board of Directors elects the President and other Executive Members for three years. Provided leadership to planning and executing bodies in HEDF to develop and lead strategies to further organizational goals with tactics like Seminars, canvasses, lobby visits, in-districts. Worked with marginalized populations to build capacity and resilience at the local, community, national and regional levels in order to empower people and address the root causes of poverty including inequality and social exclusion. • Recruited, trained, managed, and retained volunteers, volunteer leaders, and interns. • Represented HEDF at speaking events and within local coalitions. • Identified and cultivated supporters interested in telling their own health care stories, developing spokespeople and documenting written testimonials. • Provided leadership in creating a volunteer base that reflects the communities HEDF serves, elevated and engaged marginalized and underrepresented groups. • Formulated volunteer teams that I carry out goals, educate their elected officials, and mobilize their communities. • Keeps high-quality organizing data: maintained the supporter database, track metrics, and generate quantitative and qualitative report outs. • Engage and mobilize college students in District Gujarat and surrounding cities. • Assist with fundraising, special events, and patient acquisition projects as requested. • Drafted action alerts, recruitment emails, letters to the editor, and other written materials.

Why do you want to be a Co-Facilitator of the UNEP NGO MG?: Co-Facilitation can be highly rewarding when it is carried out well. When we Co-Facilitate well, we showcase to our learners the power of collaboration and teamwork. Co-Facilitation will offer me the following advantages: 1. Shared workload for the Facilitators. 2. A variety of delivery styles and personalities which will enhance the learning experience. 3. Multiple Facilitators can provide more personalized instruction for participants than a single Facilitator could provide. 4. Instructional back-up for challenging situations. 5. More hands-on supervision and support during practical sessions. 6. Ideas to improve on own delivery from seeing Co-Facilitator in action. 7. Feedback and recommendations for improvement of delivery from other Co-Facilitator.

Have you served as a Co-Facilitator for the NGO MG before?: no

If so, when and what were the accomplishments for the NGO MG then?: N/A

What is your vision for how CSOs can better inform environmental governance at the global level including UNEP?:

My vision is to inspire and inform policy and practice which lead to the reduction of Poverty, Alleviation of suffering and the achievement of sustainable livelihoods. An emerging CSO should focus on: • Generating greater awareness of the importance of evidence use by CSOs. • Providing more 'how to' information to CSOs interested in informed policy influence. • Working with others to build systematic capacity in Asia. • Undertaking new research on informed CSO policy engagement. • Supporting policy engagement on issues where CSOs can have an impact. Better use of evidence can: (i) improve the impact of CSOs' service delivery work; (ii) increase the legitimacy and effectiveness of their policy engagement efforts, helping CSOs to gain a place and have influence at the policy table; and (iii) ensure that policy recommendations are genuinely propoor. Campaigns –to improve policy positions and governance • Pilot projects – to develop and test operational solutions to inform and improve policy implementation Conduct rigorous context assessments. These enable a better understanding of how policy processes work, the politics affecting them and the opportunities for policy influence. Identify critical policy stages – agenda setting, formulation and/ or implementation – and the engagement

mechanisms that are most appropriate for each stage. Ensure that evidence is relevant, objective, generalisable and practical. This helps improve CSO legitimacy and credibility with policymakers. Engage in two-way communication and use existing tools for planning, packaging, targeting and monitoring communication efforts. Doing so will help CSOs make their interventions more accessible, digestible and timely for policy discussions. Apply network approaches. Networks can help CSOs: bypass obstacles to consensus; assemble coalitions for change; marshal and amplify evidence; and mobilise resources. Engage in systemic capacity building. CSOs need a wide range of technical capacities to maximize their chances of policy influence.

What is your goals for the UNEP NGO MG over the course of the next two years, and how would you make these goals a reality?:

Future Goals • Contribute to economic development while building on existing assets • Reduce social disparities and fulfill MDGs while strengthening diversity • Ensure sustainable management of natural resources and change consumption and production patterns Improve governance at local, national, and regional levels How it will be done • Effective implementation of the concrete and coordinated initiatives at the national and regional levels. • Integration of HEDF objectives, orientations and proposed actions into policy frameworks and instruments, e.g. through the formulation and implementation of National Strategies for Sustainable Development • Engagement of stakeholders and forging of partnerships; • Capacity Building; • Management of knowledge and information; and,

Is there anything else you wish to share about yourself or your organization which you think would be helpful for members of the NGO MG to know?: Member of the NGO MG can reach about me and my organization through Social Media:- <https://www.facebook.com/hedfpk1> <https://twitter.com/hedfpk1> www.hedfpk.com Profile of Huqooq-ul-Ebad Development Foundation (HEDF) can be share on request.

CV and letter of Approval from the organization

RESUME



SYED MUHAMMAD ASHFAQ

Mohallah Shafiabad, Opp Eid Gah, G.T.Road, Gujrat -50700, Pakistan
E-Mail: hedfpk@gmail.com Mobile/ Whatsapp: +92 333 604 9797

SUMMARY OF QUALIFICATIONS

I have enjoyed being challenged; seek to continue learning in order to be efficiency, highly self- motivated, hard-working, Punctual to work, complete assignments and accountability. Polite attitude in colleagues and friends, Find it easy to identify with customers and treat them respectfully, having an ample experienced & core competencies - Fluent in Oral and Written English, strong Managerial & Interpersonal skills, Working knowledge of Microsoft Office Programs, browsing, internet, E-Mails, etc.

To secure a position in a professional managed organization which gives me the right opportunity for optimum delivery of skills and abilities so that I am able to exercise my knowledge and skills through service, learn more from my experience and to achieve the goal.

PROFESSIONAL EXPERIENCE

HUQOOQ-UL-EBAD DEVELOPMENT FOUNDATION, GUJRAT-PAKISTAN,
CHIEF EXECUTIVE OFFICER / FOUNDER PRESIDENT (DEC 01, 2010 - PRESENT)

While serving as Founder President/CEO, My core responsibilities to supervise the Management & Administration of the small scale organization voluntarily being human rights activist as well as experienced as retired from service as Administration & Accounts Officer since 18 Feb, 2008 from Pakistan Telecommunication Company Limited, (Department of Pakistan Government), My Projects works throughout Pakistan as Master English Trainer, Capacity Building Trainings / workshops as English speaker as well as local language since 2010.

ACCOUNTS OFFICER, PAK TELECOM; HEADQUARTERS, ISLAMABAD-PAKISTAN
(October 01, 2006 - February 18, 2008)

Corporate Finance & Assets Management is the most valuable departments of the company which deals with financial aspects of all the capital / development projects. My core responsibilities were to release ceiling for Custom Duty, Insurance Premium, Capital Major Works and their evaluation on feedback from regions as well as Budgeting of Corporate Finance Wing of PTCL H/Qrts Islamabad and supervise Recovery of Temporary Advances /Cash Imp rest / T.A Advances / Q-Loans from PTCL employees and settlement of Audit Para's as well as Revenue coordination between Regional Headquarters and field Revenue Offices in Pakistan.

INVESTIGATION OFFICER, PAK TELECOM; GUJRANWALA REGION,
[July 19, 2005 to September 30, 2006]

While working as Accounts Officer (Investigation), my responsibilities were to coordinate with Regional Formations in preparation of replies of Audit Objections and their settlement with the Internal Audit & local Audit departments against the queries raised by External Auditors (Accountant General Pakistan), Assembly Questions etc.

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REVENUE OFFICER (ADMINISTRATION & ACCOUNTS), PAKISTAN TELECOM; GUJRANWALA REGION [April 22, 2003 to July 19, 2005]

Performed duties of Revenue Officer (Admin & Accounts) in GTR, Gujranwala Region, while working there at my core responsibilities were to safeguard PTCL interests through effective coordination with PTCL Revenue Generating Units. Functionally, I was also entrusted to initiate disciplinary proceeding against the employees involved in any kind of irregularities/ corruption and I was also given other assignments like as staff matters of Regional level including trainings, recruitment, promotion, transfer / posting/ employee's performance appraisal as well as payroll / loans / budgeting / Revenue & Recovery meetings & their performance etc.

ASSISTANT (ADMINISTRATION / ACCOUNTS & TRAININGS) PAK TELECOM; GTR, GUJRAT) [February 28, 1990 to April 21, 2003]

While working as Assistant in Gujrat, Pakistan I was assigned the duties of maintaining service records of all employees of Gujrat Division including recruitment, promotion, transfer / posting, employees performance appraisal, Q-Loans, T.A Advances and preparation of Exchange maintenance estimates & their evaluation / Vehicle maintenance / purchasing etc. I was also entrusted to handle / resolve the complaints of valued customers of PTCL and also to deliver the departmental trainings to the employees of PTCL as Master Trainer etc. EDUCATION

- | | | |
|----|---|-------------|
| 1. | Master in Business Administration (MBA-Finance) | 1999 – 2001 |
| 2. | Bachelor of Arts in English | 1986 – 1988 |

TRAINING

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|-----|--|------------------------------|
| 1. | Accounts & Administration trainings from Haripur Staff College of PTCL | [2002, 2003 & 2005] |
| 2. | Office Automation from Telecom Staff College Haripur, PK | [2000] |
| 3. | Microsoft Office from Telecom Staff College Haripur, PK | [2000] |
| 4. | Special Secretarial Courses from RTTS Lahore, PK | [1996 & 1997] |
| 5. | Computer Concepts and Packages, PTV Islamabad, PK | [1998] |
| 6. | Customer Care & WLL Gujranwala, PK | [2005] |
| 7. | Exploring Export Markets from SMEDA Sialkot, PK | [2007] |
| 8. | Import & Export Procedures & Documentation from SMEDA Gujrat, PK | [2008] |
| 9. | Teachers Training Workshops / Refresher Courses | [2012] |
| 10. | Environment Protection Training Course | [2014] |
| 11. | English Learning Techniques as Business | [2015] |
| 12. | Capacity Building Trainings, workshops & Walks against Corruption | [2016,2017,2018,2019 & 2020] |

PERSONAL

Father's Name	:	Syed Shabbir Hussain
Date of Birth	:	April 1, 1969
Passport Number	:	AG1840624
National Identity Card Number	:	34201-054062-9
Marital Status	:	Married
Nationality	:	Pakistan
Domicile	:	[Hafizabad], Punjab, Pakistan

Address in Pakistan: Mohallah Shafiabad, Opposite Eid Gah, G.T.Road, Gujrat-50700, Pakistan

REFERENCES

Will be provided on desire



HUQOOQ-UL-EBAD



Development Foundation
NGO in Special Consultative Status (ECOSOC-2014)
Accredited with UNEA -2018, United Nations



Transparency & Accountability - Human Rights & Advocacy for All

Ref. HEDF-5/51.....

Date. 24-12-2020.....

NOMINATION FOR CO-FACILITATOR

Having been approved by the Board of Directors, the following orders are hereby issued with immediate effect until further orders:-

Mr. Syed Muhammad Ashfaq, President / Chief Executive Officer of Huqooq-ul-Ebad Development Foundation (HEDF) are hereby permitted to participate in the near coming elections for Co-Facilitator of the NGO Major Group in the Major Groups Facilitating Committee (MGFC) for the next term (2021-2023).

He is requested to ensure his nomination as per schedule of the UNEP

Effective dates may please be reported

Ansar Mehmood
General Secretary



Copy to:-

- 1- Mr. Syed Muhammad Ashfaq President/CEO
- 2- Personal File
- 3- Office Copy
- 4-

HEAD OFFICE:

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