

Organization Profile

**National Institute for Career Development
Media House**

**Kupondole, Lalitpur
Nepal
mediahousenicd@gmail.com
Contact: 01-5906073**

Organization Background

National Institute for Career Development-Media House was established by a group of enthusiastic professionals, led by Ms. Sahanshila Sharma in 1997 to impart skill-oriented training services to the educated youth of Nepal. The organization owes its success thus far to its excellent training programs, teamwork, internship programs and networking.

National Institute for Career Development-Media House observed that NGOs, INGOs, Government Organizations, Media, Financial Institutions, and the corporate sector in general were experiencing various constraints in smooth functioning of their respective organizations. Among the most prominent reasons was the lack of trained human resource. Likewise, a section of the educated youth was unable to find employment for lack of relevant experience. National Institute for Career Development provides a platform for its participants to receive the best skill-oriented training and upon successful completion; helps find internship for them with different organizations.

Also, we assist different organization to organize trainings, workshops, and seminars on the subject of their choice.

Goal

- To provide an opportunity to translate the principles in action of those youth who are graduated from college and willing to equip themselves about the skills and practices.

Objectives

National Institute for Career Development-Media House has particularity started its Professional Capability Building Course to fulfill the following objectives:

- To organize various trainings in diverse fields including Community Development, Proposal and Report Writing, Feature Writing, Banking, Anchoring, Feature Writing, etc.
- To develop the capacity of the educated youth in terms of confidence and skills.
- To network with the organizations in meeting their requirement of trained human resource.
- To help organizations manage trainings, workshops, and seminars effectively.

Strength

Media house is an institution operated by group of enthusiastic and hard working team. We have pool of resources to undertake diversified work like training in various subjects (Examples: WASH, Gender and Development, Procurement Management).

Past Working Experience

S.N.	Project / Activities	Summary	Date /
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			Supported by
2019			
1	Workshop on Appreciative Inquiry for the Effectiveness in the Parliamentary Roles to the Women Parliamentarians	The overall objective of the assignment is to conduct the capacity enhancement orientation/training for the MPs. Other objectives are to make self-evaluate their roles as the parliamentarians and to explore their inner capabilities of the parliamentarians for their effective role in the parliament.	Date: June 28-29, 2019 Venue: Dhulikhel, Kavre Supported by: PSP/UNDP
1	Interaction with the Federal MPs from Women and Social Affairs Committee about the Laws and Policies related to Women and Children	The workshop focused on discussing about the laws and policies related to women and children and role of committee members in its implementation. Further it discussed about Women rights provision in civil code and criminal code, challenges and its implementation. The international framework of the women development and status of women in the national context was also discussed in the workshop.	Date: May 16-17, 2019 Venue: Dhulikhel, Kavre Supported by: PSP/UNDP
2	Interaction program on a bill related to Safe and Peaceful use of Nuclear and Radioactive Materials	The program was very effective in improving the parliamentarians' understanding of the basic concept of nuclear technology, radioactive substances, their applications, and harmful effects. This, in turn, has helped them in comprehending the bill more clearly. The program also shed light on the need for gender concerns in the bill. The parliamentarians have requested for another interaction program focusing more on the bill and its contentious provisions.	Date: 24th May 2019 Venue: Kathmandu Supported by: PSP/UNDP
3	Interaction Program on Advertisement Regulation Bill 2075 from the Gender Perspective	The program was conducted to discuss about the Advertisement Act which has been in high demand by the concerned stakeholders since a long time and was also envisioned by the National Mass Communication Policy 2073. The Ministry of Communication and Information Technology recently tabled the 'Advertisement Regulation Bill' in the parliament. The interaction was very effective in sharing the update of the bill to the concerned stakeholders and at the same time to recommend the suggestions to the policy makers. The interaction also helped to shed light on the	Date: 12 th May, 2019 Venue: Kathmandu Supported by: PSP/UNDP

		importance of the review of the bill from Gender perspective.	
4	Effective leadership and communication for women parliamentarian	The workshop was very effective in encouraging the women MPs to develop effective leadership and communication skills. The practical sessions helped them to learn in the concept of 'learning by doing' model. The interaction and feedback session helped them in knowing their mistakes and opportunity to improve in support of the expert. The workshop further discussed about the media and the modern technology in the media sector which helped them to present more effectively in front of the media.	Date: April 2-3, 2019 Venue: Palpa Supported by: PSP/UNDP
5	Role of Women MPs on Planning and Budget of Sudurpashchim Provincial Assembly	The workshop discussed about budgeting and its execution. It highlighted the basic concept of the gender and inclusive budgeting and role of women parliamentarian in its effective implementation in their province. This has improved the understanding among the participated women MPs about the importance of gender budgeting in the planning process.	Date: April 19-20, 2019 Venue: Kailali, Karnali Chisapani Supported by: PSP/UNDP
6	Interaction Program on Information Technology Bill 2075 from the Gender Perspective	The program was very effective in improving the parliamentarians' understanding of the basic concept of nuclear technology, radioactive substances, their applications, and harmful effects. This, in turn, has helped them in comprehending the bill more clearly. The program also shed light on the need for gender concerns in the bill. The parliamentarians have requested for another interaction program focusing more on the bill and its contentious provisions.	Date: March 24, 2019 Venue: Kathmandu Supported by: PSP/UNDP
2020			
1	Training of Trainers (TOT)	This training was organized to enhance teaching skills of the teachers of eleven schools which was managed by Snow Lion Foundation (SLF).	Date: 3 rd to 7 th February 2020 Venue: Swayambhunath, Kathmandu Supported by:

			Snow Lion Foundation
2	Workshop on “Conceptual understanding on Humanitarian and its activity”	<p>The workshop was organized to deliver the following two outputs:</p> <ul style="list-style-type: none"> • Develop the conceptual understanding on Humanitarian act. • Develop and strengthen a skill on Humanitarian approach planning, risk identification, mitigation and coordination process. 	<p>Date: 14th and 15th December 2020</p> <p>Venue: Kathmandu</p> <p>Supported by: SAPPROS Nepal</p>
2021			
1.	Training and Developing School Child Protection Policy	Child Development	<p>9 schools in Sunkoshi RM in Sindhupalchok</p> <p>Supported by:</p> <p>Child Fund Japan (CFJ)</p>

Regular Activities

1. Professional Capability Building Course (PCBC)

The course was designed to equip trainees on the skills and practices of Community Development. After the completion of six months’ training, the participants are provided an opportunity to work as interns in various NGOs, INGOs and Developmental Organizations where they apply their skills and knowledge acquired during the course.

Course Content:

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|---------------------------------------|---|
| 1. Master Training of Trainer (M TOT) | 15. Appreciate Inquiry |
| 2. Training of Trainers (TOT) | 16. Human Rights& Peace Building |
| 3. Gender & Development | 17. Case Study Writing |
| 4. UNSCR 1325 & 1820 | 18. Press Relations |
| 5. Social Inclusion | 19. Fund Raising and Project Planning |
| 6. Good Governance | 20. Advocacy |
| 7. Community Development | 21. Project Design and Proposal Writing |

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|---|--------------------------------|
| 8. Leadership, Teamwork & Coordination | 22. Monitoring and Evaluation |
| 9. Participatory Rural Appraisal (PRA) | 23. Project Report Writing |
| 10. Conflict & Peace | 24. Office Management |
| 11. HIV/ AIDS | 25. WASH |
| 12. Seminar Paper | 26. Micro Credit and Finance |
| 13. Interpersonal Communication & Facilitation Skills | 27. Counseling |
| 14. Human Trafficking | 28. Survey and Research |
| | 29. Disability and Development |

2. Procurement Management Training

This program is designed for Students, Entrepreneurs, Business Executives & Managers, Consultants, NGO& INGOs' staff, Chief Accountant, Accountants, Finance Manager, Project Engineers, Chief Executive Officers, Executive Directors, Administrative Director, Students of Engineering, Marketing Manager and various other professionals who wants to make their career in Procurement Management sector.

Contents

As per the duration& time period so allocated for training and covering the entire course requirement following course content shall be considered optimum for this particular **Procurement Management Training**. Beside that the list so enclosed below can be customizable as per the needs of management of particular organization.

Part 1

Public procurement means need and importance

Principles and practices of public procurement

History of Public Procurement in Nepal

Current state of public procurement

Problems and challenges

Solutions

Part 2

The main provisions of the Public Procurement Act

Preamble of the Act

Definition of General Terms

Public procurement Process

Public Procurement Responsibility and methods

Arrangements related to bidding

Arrangements for consulting services

Other procurement arrangements

Provision regarding review of purchase action or decision

Provision regarding purchase agreement

Part 3

Code of Conduct

Arrangements for monitoring

Provision regarding purchase in special circumstances

No need to follow the procurement process

Part 4

Communication method

Procurement transactions can be done through electronic means

To be able to delegate rights

Right to make rules

The right to remove obstacles

Part 5

Main provisions of Public Procurement Regulations

1 Procurement arrangement

2 Estimate the cost of procurement

Cost estimate of construction work:

Cost estimate of goods:

Cost estimates of consulting services

Cost estimates for other services

3 Approval of cost estimates

4 Procurement branch, branch or unit work

Selection of purchase and purchase agreement

Qualification base, technical capability and technical specification

5 Provisions related to bidding

6 Provisions related to consultancy services

7 Other procurement arrangements

8 Ration procurement arrangements

Part 6

9. Provision for renting house and land and under service contract

10 Review provisions

11 Provisions related to purchase agreement

Part 7

12 Provisions related to dispute resolution

Part 8

13 Provisions related to transparency and conduct

Part 9

14 Provisions related to monitoring of procurement

Part 10

15 including various provisions: delegations

3. Consultancy Services for Organizations

Our organization has provided training for the organizations as their needs to build their organizational capacity.

Training Event

Training of Trainers (TOT)
Community Development
Street Drama
Girls Education
Journalism
Organization Management
ToT on Communication/Facilitation
Violence against Women
WASH Training
Training of Trainers (TOT)

Organizations

Handicap International
AMDA Nepal
Eco Himal
Room to Read
Oxfam
Matribhumi Mahila Samaj
REED Nepal
Biswas Nepal
Teere Des Home
Man Power Companies

Networking and Coordination

After the completion of PCBC, Media House has been able to bridge the gap between the organizations and the educated youth, by imparting quality training services and facilitating internship programs. Over a thousand trainees have graduated from Media House are well placed with good positions in different organizations throughout the country. Media House trainees have been placed as interns in the following organizations:

<ul style="list-style-type: none"> • Community Action Center (CAC) • Nepal Participatory Action Network (NEPAN) • Global Action Nepal • SWATI • Maiti Nepal • UNMIN • SancharikaSamuha • SEARCH Nepal • Jagaran Nepal • CIVICT • Himalayan Social Welfare Organization (HSWO) • Children and Women Empowerment (CWES) • Concern Worldwide Nepal • Conflict Study Center • Lutheran World Federation Nepal (LWF) • Room to Read • Search for Common Ground • Lumanti • Women Environment Preservation Committee (WEPCO) • Population Watch • World Neighbors 	<ul style="list-style-type: none"> • INSEC • Forum for Women, Law and Development • CWIN • STEP Nepal • New Era • Nepal Development Volunteer Service (NDVS) • Beyond Beijing Committee • CONCERN Nepal • BalMandir • CREPH • Educate the Child (ETC) • Legal Aid and Consultancy Center (LACC) • World Education • WORC • International Relief and Development (IRD) • Rural Education and Development (READ-Nepal) • Co-cap • Office Development Center (ODC) • Centro CooperazioneSviluppo (CCS) • StitchingVeldwerk- The Netherlands • USC Canada Asia
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<ul style="list-style-type: none"> • Himalayan Human Rights Monitors (HIM-Rights) • Institute of Human Rights Communication Nepal (IOHRCN) • Helen Keller International • Alliance Against Trafficking for Women and Children in Nepal (AATWIN) • World Vision • VSO- Nepal 	<ul style="list-style-type: none"> • Mission East • Advocacy Forum • Habitat for Humanity • Peace Crops • Youth Action • Media Advocacy Forum (MAG) • Good Neighbors
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Achievements

The sole objective of this institution is to translate the principles in action of unemployed graduated youth who are willing to equip themselves about the skill and practices. Till date Media House has been able to 5000 graduate trainees who are trained with various skills. Approximately more than 90% of these participants are able to get jobs in different organizations.

Our Team

Board of Director

Ms. Sahanshila
Sharma

Mr. Bishnu
Khadka

Mr. Ashesh
Khanal

Mr. Ujwal Raj
Gautam

Ms. Usha
Shrestha

Advisory Committee:

Deepak Koirala
Aarti Chataut
Kedar Khadka
Dr.Nirmala k.c
Uttam Upreti
Chitra Niraula
Pushkar Mathema

Save the Children
Nepal Television
GoGo Foundation
TEWA
NEPAN/Governance Facility
Human Rights Expert
Senior Journalist

Staff Members:

Sahanshila Sharma
Usha Devi Shrestha
Bishnu Khadka
Ubjani Rajbhandari
Sakun Tandukar
Sangita Shahi

Managing Director
Program Coordinator
Finance Officer
Administrative Officer
Office Assistant
Helper

Resource Persons:

To address the diversified interest of participants in training, media house coordinates and use resource persons those who have professional skills, expertise and reputation at national regional level.

Resource Person

Expertise

- | | |
|------------------------------------|---|
| 1. Mr. Mukesh Malla | M TOT, TOT, Leadership Teamwork and Coordination, Conflict and peace. |
| 2. Mr. Rupendra Maharjan | Appreciate Inquiry |
| 3. Ms. Aarati Chataut | Gender and Development |
| 4. Mr. Jeevan Sharma | UNSCR 1325/1820 |
| 5. Mr. Chitra Niraula | Human Rights and Peace building |
| 6. Mr. Ram Dangol | Community Development |
| 7. Mr. Uttam Upreti | Project Proposal Writing and Report Writing, Monitoring & Evaluation. |
| 8. Mr. Prakash Koirala | Office Management. |
| 9. Mr. Deepak Koirala | Job Hunting |
| 10. Mr. Jhalendra Bhattra | Micro Credit and Finance. |
| 11. Mr. Chet Nath Kanel | Communication and Facilitation |
| 12. Ms. Benu Maya Gurung | Human Trafficking |
| 13. Mr. Bishnu Dulal | Survey & Research |
| 14. Ms. Karuna Kunwar | Counseling |
| 15. Mr. Kapil Kafle ;Bishnu khatri | Seminar Paper |
| 16. Mr. Jalan Maharjan | Participatory Rural Appraisal (PRA) |
| 17. Dr. Nirmala K.C. | Fund Raising |
| 18. Mr. Kedar Khadka | Good Governance |
| 19. Mr. Lokhari Bashyal | Advocacy |
| 20. Mr. Prakash Niraula | HIV/AIDS |
| 21. Mr. Saroj Dilu Bishwokarma | Social inclusion |
| 22. Mr. Krishna Ghattra | Disability and Development |
| 23. Mr. Toya gautam | Case Study Writing, Press Relation |

24. MS. Pratima Sharma
25. Mr. Ritavrat Joshi
26. Mr. Khim Lal Devkota

Social mobilization ;psychological first aid (PFA)
WASH
Procurement Management