

# **SONIKA THAPALIYA**

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Budhanilkhantha Municipality-10, Baluwakhnai, Kathmandu, Nepal

Marital Status: Married

Nationality: Nepali

## **PERSONAL STATEMENT**

I believe the present is competitive. The first step towards unifying our communities with new relationships, to create change from grassroots level up where I can work peacefully recognizing there is no true peace without justice and equity for all.

## **EDUCATION**

- Masters in Rural Development, Tribhuwan University  
Status: Completed,
- Bachelors in Microbiology, Tribhuwan University  
Status: Completed,
- Intermediate Level in Science (+2), HSEB  
Status: Completed,
- School Leaving Certificate (SLC), HMG  
Status: Completed,

## **EMPLOYMENT HISTORY**

### **1. Advocacy and Communication Officer**

Federation of Nepalese Journalist | Kathmandu, Nepal

Civil Society: Mutual Accountability Project funded by FHI/USAID

1st September 2019 to 30 June 2022

### **2. Program Coordinator**

Janahit Gramin Sewa Samittee | Sindupalchowk, Nepal

Earthquake Response/Recovery Project 2017, funded by OXFAM Nepal

1<sup>st</sup> March 2019 to 30<sup>th</sup> June 2019

#### Achievements

- Planning, coordination, implementation and/or support to implementation and monitoring of project activities in the project areas.
- Plan on-going and future interventions and activities in order to achieve outcomes and impacts as defined in the project document and log-frame.
- Provide guidance and support to the staff members in assessing the context and needs of the project.
- Summarize, evaluate and update the program on a regular basis in accordance with the established planning schedules.
- Represent the project towards all stakeholders (VDCs, local CBOs, project partners, service provider) when and as required for the project implementation.
- Maintain information flow and good relations with local bodies, line agencies, media and other project stakeholders.

### **3. MEAL Officer**

Janahit Gramin Sewa Samittee | Sindhupalchok, Nepal  
Earthquake Response/Recovery Project 2017, funded by OXFAM Nepal  
17<sup>th</sup> February 2016 to 31<sup>st</sup> February 2019

#### Achievements

- Lead role to conduct overall MEAL activities at programs on each sector (WASH, Livelihood, Gender, Shelter and DRR)
- Ensure the implementation of a complete and coordinated MEAL of the Oxfam response program
- Develop minimum standard of the reporting format
- Produce different forms for reporting (as per requirement of donors) in close collaboration with respective project teams
- Ensure proper documentation
- Develop quarterly newsletter and annual report.
- Responsible for finalization of content to upload in organization website and other social sites
- Supervise and support project staff for effective MEAL and quality assurance
- Prepare annual, quarterly and monthly plans for effective execution of the project activities as stipulated in the project document.
- Capacitate, guide, supervise team in a coordinated way and also support the project team as an officer.
- Support, Facilitate and capacitate in executing program activities institutionally and technically
- Travel frequently to program sites, sensitize sector agencies on sanitation and mobilize the project staff, related stakeholders and beneficiaries to fulfill the intended objectives according to project document.
- Represent organization at different levels of meetings, workshops, and other forum as and when necessary.

## **KEY SKILLS**

### **Technical Skills**

- Microsoft Office
- Microsoft SharePoint
- Spreadsheets
- Email

### **Soft Skills**

- Team work
- Problem solving
- Time management
- Interpersonal skills
- Negotiation skills

### **Languages**

- Nepali (fluent)
- English (fluent)
- Hindi (basic)

## **VOLUNTEERING ACTIVITIES**

- Volunteering at Global offsite care as Administrative Manager for Asia.
- Volunteered in the "Inaugural Cleft Mission to Kathmandu Nepal" hosted by Kathmandu Model Hospital and supported by Rotary on 24<sup>th</sup> February, 2012
- Volunteered as an emcee in the speech competition on "The Role of Youth In Sustainable Development organized by Youth Alliance for Environment in support of WWF on the occasion of Eco-festival 2014 on 4<sup>th</sup> June, 2014
- Volunteered in the 7<sup>th</sup> Global Hand Washing Day celebrated in Nepal on October15, 2014 organized by UNICEF and Ministry of Health and Population and Rotaract.

## **TRAININGS**

- Participated in child protection policy development/Review and GESI policy review workshop organized by OXFAM from 29<sup>th</sup> to 31<sup>st</sup> October, 2018.
- Participated in Gender Equality and social Inclusion training organized by OXFAM/ MANK from 7<sup>th</sup> -8<sup>th</sup> August, 2018.
- Participated in “Child Protection and Disability Inclusion” Training organized by OXFAM from 12<sup>th</sup> July- 13<sup>th</sup> July, 2018.
- Participated in “Gender responsive Budget” Training organized by OXFAM from 24<sup>th</sup> June- 25<sup>th</sup> June, 2018
- Participated in “Participatory Monitoring and Evaluation” training organized by OXFAM from 6<sup>th</sup> November-10<sup>th</sup> November,2017
- Participated in “Gender Equality and Social Inclusion Analysis and Gender responsive budget” training organized by OXFAM from 1<sup>st</sup> and 2<sup>nd</sup> August, 2017
- Participated in “Advocacy and influencing capacity building” training organized by OXFAM from 9<sup>th</sup> -11<sup>th</sup> February, 2017.
- Participated in “Land rights and use of land right” training organized by OXFAM in coordination with CSRC from 20<sup>th</sup> -22<sup>nd</sup> February, 2017.
- Participated in 2 days “Impact evaluation orientation” organized by OXFAM from 4<sup>th</sup> -5<sup>th</sup> December, 2017
- Participated in 2 days “Last Mile Mobile Solution” training organized by OXFAM from 25<sup>th</sup> -26<sup>th</sup> September, 2016.
- Participated in Gender and Protection training organized by OXFAM at Melamchi from 11<sup>th</sup> -12<sup>th</sup> July, 2016.
- Participated in 6 days Baseline Survey training organized by OXFAM at Kathmandu from 11<sup>th</sup> -17<sup>th</sup> April, 2016.
- Participated in IM and MEAL orientation organized by OXFAM for all staffs at Chautara.
- 10 days public speaking and communication skill training organized by Rotaract Club of Kathmandu from 6<sup>th</sup> March-13<sup>th</sup> March, 2011
- Basic First aid and emergency life support training
- 15 days M.C.,Radio Jockey and Journalism Training organized by National Anchor Association Nepal( NAAN) and Kirat Rai Student Union, Tri- Chandra Committee from 7<sup>th</sup> Jan-22<sup>nd</sup> Jan, 2009.

## **SOCIAL ACTIVITIES AND OTHER INVOLVEMENT:**

**ROTARY CLUB OF KATHMANDU**, Rotary International is an international service organization whose stated purpose is to bring together business and professional leaders in order to provide humanitarian service and to advance goodwill and peace around the world

- 2018 to Present
- Member – 2018 to present
- Public Image committee chairperson – 2019/20
- Secretary -2020/21

**ROTARACT CLUB OF KATHMANDU**, Kathmandu, Nepal –Rotary International youth organization that focuses on service projects, professional development and leadership development.

- 2011 to 2018
- Member- 2011 to 2018
- Club Leadership Trainer – 2014/15
- Secretary – 2013/2014
- Professional Development Director - 2012/13

## **RECENT AWARDS**

- Special Recognition Award (Rotary International District 3292, Nepal and Bhutan), for coordinating an international service project “Maternal and Child Health Camp”, 2013/14
- Award for Outstanding Service Program Coordinator (Rotaract Club of Kathmandu), 2013/14
- President's Special Recognition (Rotaract Club of Kathmandu), 2013/14
- Awarded Best Female Participant (International RYLA 2012 held at Bangladesh), 2012
- Awarded as Outstanding New Member (Rotaract Club of Kathmandu), 2011/12

## **REFERENCES**

### **Reference 1:**

Rajendra Sharma  
Executive Director  
Janahit Gramin Sewa Samittee, Sindhupalchok, Nepal  
Phone: +977 9851179737

### **Reference 2:**

Mr. Maheshwor Rijal  
MEAL Coordinator  
Welthingerlife Bhakundol, Lalitpur, Nepal  
Phone: +977 9849652624