**Form TECH-6**

**CURRICULUM VITAE (CV)**

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| **Position Title** | Monitoring Officer |
| **Name of Expert:** | Karna Bahadur B.K |
| **Date of Birth:** | BS. 2046-07-15 |
| **Citizenship/Residence** | Nepali |

**Education:**

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| Degree | Specialized Education | College/University | Pass Out Year |
| SLC | Economices | Shree Sivalaya Secondary School | AD. 2005 |
| I.ED | Economices | Surkhet Campus Education | AD 2008 |
| Enterprise Development Facilitator Level-3 | Entrepreurship | NSTB | AD 2015 |
| SIYB  (TOT) | SIYB | MEDEP | AD. 2008 |
| Capacity Building for Business Plan Preparation | Business Plan | UNDP/ MEDEP | AD 2010 |
| Participatory rural Approach ( PRA) | PRA | MEDEP | BS 2065 |
| Value chain Development Training | Value Chain | UNDP/ MEDEP | AD 2009 |
| Market Networking | Marketining | UNDP/MEDEP | BS 2066 |
| Cooperative Promotion Traning (TOT) | Coopertive Promotion | Western upland poverty alleviation Project | AD 2015 |
| Skill Test Assessors Training | Skill Test Assessors | CTEVT/NSTB | AD 20155 |

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**Employment record relevant to the assignment:**

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| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| May  2019  to Feb  2021 | Job title: Full time  Name of Employer: Bherirapti Prabishik Shikshlaya Pvt. Ltd.  Contact of Employer:  Tel No: 083-523139  Email:brps2070[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Suman Nath yogi | **Nepal** | * Co-ordination with local Level organization and employer * Arranging the training programs; trainee’s selection and venue management * Monitoring the trainees, trainers, coordinators and field staffs during skill training conduction * Monitoring the income of the trainees * Orientation to the trainers * Support for training resource management and coordination with trainers, employers and others * Reporting to the office on findings to the data base. * Supervision of training and assuring quality as per the minimum quality indicator |
| 01 Jan 2016 to 31 Mar 2018 | Job title: Trainer/Part time  Name of Employer: Village Development and save the Environment Forum (VDSEF) Nepal,Kalikot.  Contact of Employer:  Tel No: 9848390269  Email:bogatidhurb[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Dhurba Bogati | **Nepal** | * Coordinate with school Management committee, Parents Teacher Association and Village Education committee. * Provide Bursary Support and Educational Materials Selection children for School Enrolment and Continuity. * Coordinate with Conduct School Attendance. * Sensitise Parents and Facilitate Parental visit to School. * Organise Campaigns for bringing and retaining out of school children in school. * Conduct Extra curricular Activites. * provide Mentoringand Motivational counseling to children/youth/parents/Communit Menbers. * Origanize campai for bringing and retaining out of school children in school. * Prepare child centric Diseater Risk Reduction (CCDRR) plan for each school. * Provide on the spot business/career counseling to youths. * Coordinate with VDC, VCPC, DDC, DEO, NGO,INGO etc. * online OPMIS database update. * Prepare Monthly report and submit to VDSEF Nepal. * Working in close communication with in the filed. |
| 22 nov 2008 to 11 feb 2016 | Job title: Trainer/Part time  Name of Employer: Micro- Enterprise Development Programma Nepal,Kalikot.  Contact of Employer:  Tel No: 9851112594  Email:ishorigutam.medep[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Ishiri Gautam | **Nepal** | * Coordinate with DEDC Member V.DC ,MEDEP and other Line agencies to implement the programme and Rural level. * Consult with/to agro-based and Forist based enterprise creation. * Provide advice and guidance to MEG and MEGA to plan and training skilloff ,manage and implement the progeamme activities effectively and efficiently . * Supervise of the programmed. * Support entrepreneurs for need assessment . * Reporting and communicate with DMEGA and ,APSO. * Financial management of the programmed. * Coordinate with government agencies ,Private sector and NGOs /INGOs including product association in order to institutionalize the marketing planning process at the district level and local level. * Counsel the MEs or Mega group of entrepreneurs to ensure product and its features (size, shape, packaging, flavors in case of food products, color, perfume, etc) are according to the market demand. * Help the MEs or Mega group of entrepreneurs to set the appropriate pricing for the products by calculating the cost of production, considering the competition and buyers purchasing capacity. * Help the MEs or group of entrepreneurs to ensure good quality production and in ample quantity to meet the demand. * Help the MEs or group of entrepreneurs to diversify their products on the basis of market demand. * Facilitate for forward and backward linkages with the suppliers like sales outlets and Saugat. * Help them to keep record book of daily transaction and develop reliable payment system with suppliers. * Provide them feedback from the market regarding their product quality, supply, etc. * Help them to follow their practical business plan considering the input supply, production, cost, market/consumers, distribution, competitors, and environment. * Identify the problems of entrepreneurs appropriate technology and provide support to MEs or Megs group of MEs to deliver solve the problems. * Create awareness regarding the policies/act and rule, regulation related to enterprise development. * Follow up and monitor services BDSPO supported to entrepreneurs by service providers and make sure the services given are as per MEDEP model in terms of quality and duration. * Overall, facilitation to entrepreneurs for their business grows and brings problems/issues solve to concerned stakeholders for solutions. * Ensure income life change among micro entrepreneurs – production, good quality sales and net profit in the each group. * Identify problems and needs of micro entrepreneurs and counsel accordingly and report to MEDEP (Quantify – how many micro entrepreneurs) * Identify and verify the status of micro entrepreneurs’ e.g active, sick, shifting of enterprise/ drop and report to MEDEP/DMEGA for MIS update. * Identify and verify the record and lean keg loan receiver micro entrepreneur (amount, name of source, date) and report to MEDEP/DMEGA . * Coordinate and orient EDFs in order to supporting micro entrepreneurs. * Work in close communication with in the field. * Prepare monthly report and submit to DMEGA,. * MEDEP\MEDPA online Database update. |
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**Membership in Professional Associations and Publications: NA**

**Language Skills (indicate only languages in which you can work):**

Nepali, Hindi, and local dialects

**Adequacy for the Assignment:**

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| **Detailed Tasks Assigned on Consultant’s Team of Experts:** | **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
| * Facilitation- managing activities, eliciting, contribution, and learning, * Monitoring of training sessions, feedback to the instructors and trainees in daily teaching-learning, * Arrange and organize the exposure and field visit as per the trainees requirement, * Coordination for the post training support activities and employment of the training participants, * Coordinate between the project and proposed work site or workshops, organization and trainees for job training, practical sessions, and job placement, * Report and brief the training status to the team leader about the training activities. | **Name of the assignments/project:-** Short Term skills training  **Position Held :** Monitoring Officer, Training Coordinator  **Activities Performed:**   1. Management, monitoring and supervision of vocational trainings 2. Instruct trainees in related areas 3. Support for training conduction, potential trainee selection and monitored the training events \ 4. Support in placement of graduates post training. 5. Facilitate to develop training manuals and other teaching manuals. |

**Expert’s contact information:** (e-mail: [*bkkarna2014@gmail.com*](mailto:bkkarna2014@gmail.com) phone: 9848321008)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualification and experience

(ii) I am not a current employee of the GoN

(iii) I certify that I have been informed by the company that it is including my CV in the Proposal for this proposal. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

(iv) I declare that I am participating in this selection process only from this Company.

Karna Bahadur B.K 17/01/2021

Name of Expert Signature Date

SumanNath Yogi 17/01/2021

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)