**Form TECH-6**

**CURRICULUM VITAE (CV)**

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| **Position Title** | Training Coordnator |
| **Name of Expert:** | Lalit Bahadur Saru |
| **Date of Birth:** | BS. 2045-06-15 |
| **Citizenship/Residence** | Nepali |

**Education:**

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| --- | --- | --- | --- |
| Degree | Specialized Education | College/University | Pass Out Year |
| M A.- MU, | English | Mid-Western University, Surkhet | AD 2018 |
| B.A. (TU) | Rural Development | Birendranagar Multiple Campus Surkhet. | AD 2010 |
| I. Ed (HSEB) | English | Shree Jana H.S.S School Surkhet | AD 2007 |
| Enterprise Development Facilitator Level-3 | Entrepreurship | NSTB | 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** |
| Jun  2018  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 Aug 2016 to 31 Mar 2018 | Job title: Trainer/Part time  Name of Employer: Sundar Nepal Sanstha(Poverty Alleviation Fund project)  Contact of Employer:  Tel No: 9858051145  Email:sundarnepal[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Bhim Bastola | **Nepal** | * Manage the project team for effective and efficient implementation of project activities and ensure effectiveness of social mobilization and technical services * Support to seek potential enterprise based on market demand, local resource availability, entrepreneurs interest * Prepare project proposal, implementation plan, and regular monitor the field activities to ensure the quality services * Ensure the higher level institutions of COs such as cooperatives, product specific organizations and their functions for sustainability. * Conduct field assessment and prepared proposal for development of activity based pocket area development project and their market linkages, livestock insurance etc. * Oversee the program implementation process and ensure each and every activity is functioning as per PAF process and approach * Prepare case studies of entrepreneurs and reports of program as per required. * Monitoring of each and every COs sub projects and ensure the activities carried out as per agreed norms, standards and clauses and supervise the related program staffs * Organize review meeting, partners and line agencies coordination/DPAC meetings, trainings and public hearing at the district level * Conduct joint monitoring of program, workshop, meetings with the participation of line agencies and stakeholders * Ensure the collection of data on RF, Social re-assessment and CO graduation in time and submit to PAF * Prepare project monthly, quarterly and annual reports, publications |
| 16December 2014 – 15 July 2016 | Job title: Trainer/Part time  Name of Employer: Sundar Nepal Sanstha(Poverty Alleviation Fund project)  Contact of Employer:  Tel No: 9858051145  Email:sundarnepal[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Bhim Bastola | **Nepal** | * Prepare Detail Implementation Plan of the project and implement with close coordination of District Support Mechanism (DSM) team * Facilitate the Enterprise facilitators and other staffs to assessment and finalize potential forest based enterprises * Ensure women participation in community forest group and prepare field activities for the more participation women and encourage their participation in program * Conduct livelihood improvement trainings (entrepreneurship development, good agricultural collection and harvesting training, organic certification training, account keeping training, nursery management training, skill training (Resin collection, bee keeping, and medicinal aromatic plants cultivation to the CFUG members and other farmers * Conduct exposure visit to success entrepreneurs, and conduct meeting with potential buyers for the buyback guarantee of the group’s products * Conduct gender equity and social inclusion(GESI) training, public hearing of CFUGs and project activities from the side of governance and social inclusion perspective * Conduct multi stakeholder plate form workshop, meeting with financial institution for investment in private sector * Assess and selection of forest based enterprises, prepared operating guideline with the support of District and Illaka forest office, VDC and suggestion of advisory committee * Organize district level training, coordination meetings, workshops and review meetings * Monitor the women participation in CFUG, their roles in decision making and power handling as per the gender perspective. * Regular monitor the field activities and reporting to the donor/MSFP. * Regular monitor the established enterprises, counsel and support to prepare their business plan, and coordinate with District Forest Office and other line agencies for the further support * Conduct joint monitoring and coordination committee meeting for the effective implementation of project activities * Organize district level training, coordination meetings workshops and review meetings * Prepare weekly, monthly, quarterly, annual and occasional reports as per the system of MSFP project. |

**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: [*brps2070@gmail.com*](mailto:brps2070@gmail.com) phone: 083-523139)

**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.

Lalit Bahadur Saru 17/01/2021

Name of Expert Signature Date

Suman Nath Yogi 17/01/2021

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)