**Form TECH-6**

**CURRICULUM VITAE (CV)**

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| **Position Title** | Co-Trainer,Early Childhood Development Facilitator |
| **Name of Expert:** | Susmita Sunar |
| **Date of Birth:** | BS. 2059-11-18 |
| **Citizenship/Residence** | Nepali |

**Education:**

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| --- | --- | --- | --- |
| Degree | Specialized Education | College/University | Pass Out Year |
| CTEVT L-1 | Early Childhood Development Facilitator | NSTB/CTEVT | AD. 2018 |

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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** |
| April 2019 to Nov 2020 | Job title: ECDTrainer/Part time  Name of Employer: Deuti Technical Training Institute Pvt. Ltd.  Contact of Employer:  Contact: 9848106228  Email:*deutitechnical*@yahoo.com | **Nepal** | * Develop daily lesson plan, deliver training session according to the set guidelines and criteria. * Conduct theory and practical classes according to the curricula. * Use learner countered teaching methodologies for effective training delivery. * Assess continuously the performance of the trainees and maintain the records. * Assist training manager in planning and managing training program. * Arrange site visit study visits and exposures etc. * Supervise trainee's performance and provide necessary feedback for their improvement. * Orient trainees for NSTB skill test procedure. * Manage / maintain trainer’s log book, trainee's attendance and other training related documents. * Arrange/manage extra coaching for needy trainees (if necessary). * Coordinate for post training support activities employment for the trainee. |

**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:**

|  |  |
| --- | --- |
| **Detailed Tasks Assigned on Consultant’s Team of Experts:** | **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
| * Conduct internal tests and coordinate during the tests, * Assessing the existing skills and necessary support to improve the trainees ability, * Maintain the attendance record, * Motivate the trainees during the tenure, * 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 coordinator about the training activities. | * Experienced in conducting theory and practical classes on Montessori training. * Coordinated between community, montessori schools and trainees for community development and practice activities in montessori practices, finding job and self employment opportunities, * Coordination for the post training support activities and employment of the training participants, * Worked as a Main- trainer, Montessori, * Deliver the training on Early Childhood Development Facilitator trades, * Coordinate between the trainees, coordinator and the project authorities, * Supervision of the overall work concerned to the training. |

**Expert’s contact information:** (e-mail: [*deutitechnical*@yahoo.com](mailto:deutitechnical@yahoo.com), phone: 9848106228)

**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.

Susmita Sunar 01/02/2021

Name of Expert Signature Date

Indra Raj Sharma 01/02/2021

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)