

CURRICULUM VITA

PERSONAL INFORMATION

Name : Tark Raj Bhatt
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 New Baneshwor , Kathmandu,
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 Email: tr.bhatt2010@gmail.com; trbhatt@nidr.com.np
Nationality : Nepali **Sex** : Male
Marital Status : Married **Date of Birth** : 18 Nov, 1979
Driving skill : Motorcycle

1. CAREER PROFILE

Over 10 years' professional experience of Project Planning and Designing, Implementation, Monitoring and Evaluation, Base line and End line Survey and Research, working in NGO, INGO and UN system.

2. CORE COMPETENCY

- Expertise to carry out baseline survey, end line survey, research and Capacity Building
- Expertise on Project planning, implementation, monitoring and evaluation.
- Expertise on Proposal and report writing
- Enthusiasm to work in challenging conditions and contribute in development agenda
- Expertise in Developing Questionnaires and checklist for data collection ,Data Analysis by using SPSS , Interpretation of data and comprehensive Report writing
- Negotiation and Problem solving skills.
- Effective team management and negotiation skills
- Facilitation skills on Proposal writing, report writing, fund raising, Monitoring & Evaluation

3. ACADEMIC PROFILE

Institution's Name	Level/ Yr/Div.	Major Subjects
Kathmandu University School of Education	MPhil in Development Studies (Thesis on Going)	Programme Monitoring and Evaluation(PME), Advanced Quantitative Research, Economics of education , Theory and practice of development
Patan Multiple Campus, Patandhoka , Lalitpur (Tribhuwan University)	MA/Rural Development (1 st Div) 2005-2007	Community Development, Rural Economic development, State &RD, Anthropology, Sociology, Tourism, Rural Urban Linkage, Policies and Strategy, Sustainable Development , Research Methods and Statistics ,Rural Technology, Optional subject: Natural Resource Management Thesis: Poverty Alleviation Fund and Its Role in Community Development, a thesis for Master Degree in Rural Development
Madhurai Kamraj University Tamilnadu	PGDM/NGO Mgmnt	NGO Management, NGO Accounting &documentation, Fund Raising, Social Marketing

,India		(2010-2011)	Optional subject: Social Enterprise
Amrit	Science	B.Sc/Stat.	Physics ,Statistics, Maths, Demography, Research
Campus		(1998-2001)	methodology, English
Lainchour,Kathmandu			Optional subject: English
Shiddhanath	Science	I.Sc/Maths	Math, Physics, Nepali English, Civics, Biology
Campus	Mahendra	(1996-1998)	
Nagar, Kanchanpur			
Shree	Manilek	SLC	Mathematics, , Nepali, English, Agriculture,
Secondary	School	1996	Geography, Science, etc
Kurukhola , Bitadi			

4. SHORT TERM CONSULTANCIES

- **Survey Director:** Public Opinion on Tobacco Compliance Survey in Five District of Nepal Support of National Health Education and Informaion Communication Center (NHEICC), Teku, Kathmandu- April- July 2015
- **National Survey Coordinator:** IBBS Survey among Male who have Sex with Male /Transgender (MSM/TG) in Kathmandu Valley supported by National Center for STD and AID Control /Save the Children /Global Fund (June-Oct, 2015)
- **National Survey Coordinator:** IBBS Survey among People who Inject Drugs(PWIDs) in Eastern Region supported by NCSAC/save the children /Global Fund (June-Oct, 2015).
- **Associate Team Leader** –Baseline study on Legal aid Service Mechanism in Five districts(Dadeldhura, Kailali, Bardia, Dailekh and Surkhet) for UNDP/RoLHR (July – September, 2014)
- **Team Leader** : Endline Survey of Audience of Peace promotion Through Radio- t through Radio- Phase II- Radio Nepal- on going
- **Team Leader-** Rapid Assessment, UNDP RoLHR/Radio Nepal, Kathmandu(May-June,2014)
- **Senior Researcher-** Research on Identifying strategies and targeted interventions for effectively implementation of Free and Compulsory Basic Education (FCBE) for Department of Education(DoE) ,Sanothimi, Bhaktapur (May-July, 2014)
- **Associate Team Leader** – Audience Baseline Survey, Radio Nepal, Sinhdarbar, Kathmandu (April-July, 2014)
- **Team Leader-** Perception survey on Regional Integration in South Asia, BRIEF, New Delhi (Jan-March, 2014).
- **Associate Team Leader-**Baseline survey for Healing and Education through Arts(HEART) study; save the Children (Sept-Dec, 2013)
- **Team Leader-** Mid Term Evaluation of Building the Foundation for Sustainable Peace in Nepal project of International Alert on behalf of SWC.(Jan-Feb, 2013)
- **Associate Team Leader** -Planning Monitoring and Evaluation (PME) system assessment of Lutheran world Federation Nepal(Sep 24-12 Oct, 2012)
- **Visiting Lecturer** - Nepal School of Social Work , Shankhamul, Kathmandu
- **M&E Consultant** -Appraisal and monitoring of CO Projects of Baitadi district for Poverty Alleviation Fund(PAF) (March, 2007)
- **M&E Consultant-** Monitoring of CO Projects of Darchula District for Poverty

alleviation Fund(PAF)(May, 2007)

- M&E Consultant- Appraisal and monitoring of CO Projects of Ramechhap district for Poverty Alleviation Fund(PAF) (July , 2007)

5. RELAVENT WORK EXPERIENCE

Jan 2015 to till date- **Chair/Executive Director** : National Institute for Development and Research (NIDR), New Baneshwor, Kathmandu
Duty station : New Baneshwor, Kathmandu

Key responsibilities and Achievement

- Lead overall organizational development
- Assist administration and finance management ,
- Coordinate and networking with I/N/GOs, Universities and Colleges and private sectors for NGO management trainings.
- Develop Project in the field of education, livelihood, baseline survey, and community development.
- Assist staff management and develop business planning and strategies development.
- Facilitate trainings on proposal writing, report writing, fundraising, M&E and PRA training for NGO management.
- Carry out Monitoring and Evaluation of different organization
- Develop Proposals and write comprehensive reports of different projects.

Jan 2012-Dec,2014: Director –Research ,Monitoring and Evaluation- National Institute for Development and Research (NIDR)

July, 2010 to June 2011- **Project Field Supervisor:** United Nations Education and Cultural Organization (UNESCO) Office in Kathmandu, Sanepa, Lalitpur, Nepal
Duty station: District Education Office, Dhunche, Rasuwa.

Key responsibilities and Achievement

- Planning, implementing, budgeting, monitoring of CapEFA project at Rasuwa district.
 - Conceptualized the operational aspects of NFE/ Literacy and NFE-MIS (Non Formal Education Management Information System) at the District and central level for Capacity Building for Education for All (CapEFA) Project
 - Supported in outlining NFE-MIS development activities and preparing implementation plan, linking with the national NFE-MIS team;
 - Conducted and participation in trainings at local and national level for data collection;
 - Assisted in preparing data collection strategy and schedule; recruit and train a data - collection team;
 - Supported the District Education Office(DEO) in program development ,data collection process and coordinate with different line agencies; ensuring completeness, reliability and validity of data being collected;
 - Monitored the data entry process ensuring data quality and the production of reports/output tables through NFE-MIS software.
 - Supported in data analysis activities and contribute to the preparation of NFE-MIS report (including the directory of the main NFE providers, programmes, courses and facilitators;
-

a summary of the main conclusion from data analysis);

- Facilitated in dissemination of outputs reports produced through database and linking information to other local information systems and databases.
- Prepared budget revisions, organizing missions, providing logistic support in organizing meetings, workshops, conferences, seminars, etc.

April, 2009 - July 2010-

Programme officer: Nirdhan, a national NGO for Poverty Reduction in Nepal, Anamnagar Kathmandu

Duty station : Head Office , Anamnagar, Kathmandu

Key responsibilities and Achievement

- Wrote proposals(keeping cross-cutting issues in mind) , reports and fund raising for providing skill development and micro-enterprises training for microfinance clients, technical training, health services and other essential services to the members of Nirdhan Utthan Bank Limited (a MFI)
- Supported in Planning, Implement Monitoring Free Kamaiya Livelihood Development Project, skills development project for NUBL clients.
- Coordinated meeting with Plan International, USAID NEPAL's EIG-CM Program, Save the Children and World Education.
- Explored sustainable livelihood and food security strategy for project beneficiaries.
- Developed regular coordination, interaction and negotiation plan with donors, central ministries and departments and local authorities, I (NGOs), LAs, CBOs and Private Sectors for project sustainability.
- Explored and developing appropriate rural micro-enterprises & technology for poverty reduction of the clients of NUBL.

Oct, 2007 - April, 2009-

Project officer: Lutheran World Federation Nepal , Chundevi Marg, Maharajgunj ,Kathmandu

Duty station : Damak, Jhapa

Key Responsibilities and Achievement

- Implemented vulnerable Bhutanese refugee children's research project(disable and orphans children were supported)
- Liaised with refugee coordination unit (RCU), UNHCR, WFP, SCHOOL, CARITAS and AMDA-Nepal and Bhutanese Refugee Children Forum (BRCF).
 - **Supported young Bhutanese refugees to carry out research**
- Assisted and facilitated to child researchers and school teachers.
- Supported Bhutanese children in planning, implementation, monitoring and evaluation of the vulnerable Bhutanese refugee children project.
- Supported in reporting, facilitating to donors and other foreign visitors.
- Carried out monitoring and evaluation.
- Report writing and documentation.

May 2002 - April 2007-

Senior Optional Maths Teacher: Mount Gauri Shankar School, Baluwatar Kathmandu, Nepal

Key Responsibilities and achievements

- Taught optional math to secondary level students
- Taught theoretical and practical use of optional maths theorems.
- Updated students progress to parents and school managements.
- Supported extra curricula activities
- Supported and handled the Parents days
- Prepared the students progress report.

May 2001 - June 2004- **District Advisor:** Forum for Protection of Human Rights (FOPHUR),Kamal Pokhari, Kathmandu

Duty station : Kathmandu

Key responsibilities and achievements

- Participated trainings and seminars conducted by organization
- Supported the conducting seminars, rallies and discussion
- Supported to the awareness activities of human rights during insurgency period
- Provided opinions , views to district committee of FOPHUR

10 April 2008- **Constituent Assembly Observer:** Democracy and Election Alliance Nepal (DEAN), Baluwatar, Kathmandu, Nepal

6. TRAINING /SEMINARS/WORKSHOP

- Participation on *Participatory Evaluation* (facilitators were Prof. Dr Rober Chambers and Ms Mallika R. Samaranayake), Skills Development Work Shop in 23-27 November, 2015 at Kathmandu, conducted by The Community of evaluators- South Asia
- Participation on *Impact Evaluation- a Science and a Art*, Skills Development Work Shop in 23-27 November, 2015 at Kathmandu, conducted by The Community of evaluators- South Asia
- Participation on *Managing and Joint Evaluations*, Skills Development Work Shop in 23-27 November, 2015 at Kathmandu, conducted by The Community of evaluators- South Asia
- Participation on *Evaluation Conclave ,2015* in 23-27 November, 2015 at Kathmandu, conducted by The Community of evaluators- South Asia
- 2 days Consultative workshop on *Data Management and M&E on Literacy and Non Formal Education Programmes* (15-16 Feb,2013) ,conducted by UNESCO Kathmandu/NFEC Sanothimi at Safalcha Babarmahal.
- *Team Building Training* (one day) by UNESCO Kathmandu/ The Borderlands.
- *Gender and Social Inclusion* training (5days 26-30 April, 2010), given by Plan Nepal/NEST
- *Participatory Training Program* (15days,15-30,Feb 2006) given by Patan Campus (TU).
- *Professional Capacity Building Training* (30days), given by Media House, Kuponhole,
- *Peace Building and Conflict Transformation* training (3 days), provided by LWF –Nepal
- Training on *Awareness of Rights Among Community and Duty Bearers* (3days,12-15,Jan,2009), provided by LWF Nepal ,Damak, Jhapa
- *Research Methodology* Training (20 days), provided by LWF-Neapl, Jhapa.
- Computer (MS-Window, Spreadsheet, database, PowerPoint, email, Internet).
- *Micro-Finance Submit* 2010 (3 days) at Yak and Yeti Hotel by Center for Micro -Finance

Baluwabatar, Kathmandu

- **Log fame preparation for FKLD project** (2 days) at Nepalgunj by Plan Nepal and NEST, Pokhara

7. COMPUTER LITERACY

Microsoft office: Ms Word, Excel, Ms PowerPoint

Typing : English & Nepali

Statistical : SPSS

Internet navigation

Management information System(MIS)

8. LANGUAGE PROFICIENCY

Language	Writing	Speaking	Reading	Listening
Nepali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Moderate	Excellent
Hindi	Excellent	Moderate	Excellent	Excellent
French	Moderate	Moderate	Excellent	Basic

9. AWARDS

- 1 **Rastriya Nagrik Sewa Samman-2069 (National Civic Service Award-2012)**, this award is provided by Jagriti Samaj Nepal, a national NGO working in Nepal for contributing best service in peace building being Self-Entrepreneur.
- 2 **First Prize Award in Eradication of Smoking and Drinking -2054**, this prize is awarded by Yuba tatha Bal Kosh Kathmandu for writing an essay about eradication of smoking and drinking in Siddhanath Science Campus, Mahendra Nagar, Kanchanpur.
3. **School First Prize:** This award is awarded by Shree Maninlek Secondary School, Gurukhola ,Baitadi for Achieving first class first student in school from Class 5 to class 10.

10. DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, this curriculum vita currently describes qualification and experiences and my- self.



Tark Raj Bhatt

Date:2016.01.06