

Ram CHARMAKAR

Cell: +977-9841574886

E-mail: ram.nepali@gmail.com

Bhaisepati, Lalitpur, Nepal



CAREER OBJECTIVE

Looking for an opportunity to work in an esteemed organization and eager to use ideas, abilities and expertise to contribute in human rights, social justice, sustainable development, good governance and reforming equitable and prosperous society. Have enthusiasm to develop an outstanding leadership career in the development field and contribute for the growth of organization to meet its objective.

KEY SKILLS AND ABILITIES

Strategic planning, Budgeting, Project management, Partnership and consortium management, Capacity development, Advocacy planning and strategy development, Resource mobilization and grants management, Community mobilization, Organizational development, Team management, Procurement and financial management, Field coordination and stakeholder management, Training development and delivery, M & E, Result-based management, Knowledge production and management, Research/social policy analysis and report writing and Business development

EDUCATION

- **Master's Degree in Sociology (2012)**
Specialized in Gender Studies and Project Management.
Tribhuvan University, Nepal
- **Masters of Public Policy and Management (2019-Ongoing)**
Specialized in Social Policy, Social Justice, Diversity and Inclusion.
Kathmandu University, Nepal
- **Bachelor's Degree in Science (2006)**
Specialized in Chemistry and Bio-statistics.
Tribhuvan University, Nepal

EMPLOYMENT HISTORY

1. Position: Regional Coordinator (South Asia)

Duration: July 2019 to till date

Organization: The Brooke and Donkey Sanctuary, UK (Duty Station: Kathmandu, Nepal)

Roles and Responsibilities:

As a Regional Coordinator, I have been providing overall leadership and management of the South Asia Regional Brick Kiln Consortium, developing roadmap of the consortium in consultation with consortium members, representing the consortium in strategic forums and platforms, leading project steering committee, ensuring coordination and information-sharing mechanisms with relevant government, community, cluster and INGO stakeholders. More, specifically:

- Manage partnerships and ensure smooth collaboration among members of consortium.
- Convene and lead regular consortium Steering Committee meetings and follow up on action points agreed to create momentum across.

- Develop a consortium roadmap, stakeholder engagement strategy, communication and advocacy plan, M & E and reporting system, consortium framework, MOUs and ToRs for consortium initiatives and researches.
- Develop and manage financial plans, financial reporting for multiple consortium events across the region
- Provide technical inputs to lead of partners for implementation of all aspects of the project.
- Manage a team of outsourced consultants, experts and research consultants and provide technical inputs as needed.
- Represent consortium in the government, UN, I/NGOs and donor meetings and present the ongoing consortium activities.
- Monitor the policy environments across and keeps the platform updated on key developments at national, regional and global level.
- Lead the drafting and dissemination of position papers, policy briefs, policy reviews, reports and releases on the consortium's engagements and advocacy.
- Advocate the vision, mission and interests of consortium members to the external stakeholders, donors and government authorities.
- Actively pursue communications opportunities in various platforms and social media.

2. Position: National Project Coordinator

Duration: January 2018 to June 2019

Organization: United Nations Office for Project Services (UNOPS), NPOH

Roles and Responsibilities:

As a National Project Coordinator, I was responsible for looking after the implementation aspects of the Vulnerable Family Assistance and Targeting project funded by USAID with USD 1.4 million portfolio by coordinating and maintaining smooth collaboration with local government and multiple-stakeholders, identifying operational problems and resolving them by taking appropriate action, developing annual plans and preparing reports. More specifically:

- Overseen all the implementation and operational aspects of project including transportation, warehousing, inventory and distribution of construction materials; safety and security of site and staff.
- Managed a team of 180+ project staff and a team of implementation partners for a timely delivery of the expected outputs of the project and operations.
- Led operational troubleshooting to the field issues with regard to contractors, suppliers, community coordination and participation.
- Supervised all administrative and operational efforts of the project including daily wage payments, training stipends, forecasting, managing and reconciling of operational advances in coordination with finance and program support personnel at centre.
- Contributed in planning, budgeting, financial forecasting and monitoring of the project.
- Represented UNOPS in field level amongst the INGO's, local NGO's, Community platforms, district-level authorities and local authorities and liaised with all the agencies involved in the Earthquake recovery housing programmes.
- Participated in Project Board Meeting to update the progress, issues, challenges and significant variations from the project plans.
- Prepared regular highlight reports, progress reports, risk and issue registers, next-stage plans, operations report and monthly-consolidated report of the project.
- Contributed in the stakeholder mapping, preparation and implementation of stakeholder engagement strategy in the project.
- Contributed in preparing "lessons learned" and "Best Practices" of the project and shared with the project team, donors and relevant stakeholders working on housing recovery and reconstruction activities.
- Provided inputs and suggestions to Project Manager to streamline workflows, business processes, document templates and formats.

- Acted as a focal point for health and security related issues of the project and liaised with UNDSS and Project Manager for planning missions outside of Kathmandu.
- Prepared the Project Completion Report of the project and submitted to Donors for their reviews and further processing.
- Supported in project closure, asset disposal and project internal audit process.

3. Position: Senior Program Manager

Duration: September 2016 to January 2018

Organization: Nepal National Dalit Social Welfare Organization

Roles and Responsibilities:

As a Senior Programme Manager, I was responsible for designing, planning, budgeting, controlling, monitoring, coordinating, and executing the programs and projects to protect and promote human rights, social inclusion and social justice for disadvantaged and marginalized communities. More specifically:

- Directly coordinated and managed the "**Collective Voice for Human Rights and Dignity (AAWAZ)**" Project funded by Governance Facility (Donors DFID, SDC and DANIDA) with the portfolio of USD one million and "**Promoting inclusive Community Based Disaster Preparedness in the Recovery and Reconstruction of earthquake affected areas of Nepal**" Project funded by EU (ECHO) by ensuring inclusive interventions.
- Managed a team of 60+ professional staff and consortium of six member organizations for the successful implementation of project.
- Contributed in mapping of stakeholders at the national, provincial and local level and developed strategy to engage them.
- Provided implementation support to the consortium members including standardization of organization policies/guidelines, reporting system, auditing and financial management.
- Improved coordination and relationship with consortium partners, other like-minded organizations, government agencies, local authorities and donor agencies.
- Ensured appropriate coordination and collaboration with donors, preparation and submission of reports and updates to donor agencies in a timely manner.
- Developed capacity enhancement initiatives for the newly elected local representatives from a marginalized community and delivered the training to them.
- Improved the human resource management & development processes through policy introduction and provisions of training.
- Improved the organizational documentation and publications and a timely dissemination.
- Coached and mentored staff about basic organization principles such as planning and prioritization, project development and management, report writing etc.
- Developed operational guidelines, reporting formats, improved M&E process and reporting system across the organization.
- Provided leadership role for managing multiple projects and oversight role/guidance to other team members within the organization.
- Contributed for organizational development initiatives, coordination with Donor agencies, NGOs and CSOs, tracking the budget, advocacy initiatives and business development.

4. Position: Program Manager

Duration: April 2016 to August 2016

Organization: SAMATA foundation, Nepal

Roles and Responsibilities:

- Developed, implemented, monitored and coordinated the multiple programs/projects of organization funded by National Endowment Fund, Christian Aid, Governance Facility, Open Society Foundation and FK Norway with the portfolio of USD 500 thousand.
- Provided leadership for planning, budgeting, monitoring, controlling, and policy advocacy initiatives of the organization.

- Directly managed a team of 22 staffs with backstopping, coaching, mentoring, and capacity building by ensuring effective implementation and better results.
- Contributed to develop reporting formats, operational guidelines and M & E system and submission of reports to donor agencies in a timely manner.
- Led the team of research scholars for the preparation of policy briefs, carry out research and studies.
- Contributed to develop concept note, project proposal and other fundraising initiatives.
- Supported in policy formulation, organizational development initiatives and capacity building of the team.
- Supported the Managing Director to coordinate with donor agencies, I/NGOs and CSOs, tracking the budget and policy advocacy works.

5. Position: National Programme Coordinator

Duration: March 2013 to March 2016

Organization: SAMATA foundation, Nepal

Roles and Responsibilities:

As a National Programme Coordinator, managed a Nepal component of a regional project titled "**Civil Society Joint Action Program to Promote Dalit Human Rights in South Asia**" funded by EU with the portfolio of USD 1.43 million. The project was under EIDHR Global Call and implemented in Nepal, Bangladesh and India with the coordination of Christian Aid, UK. More specifically:

- Directly managed a team of 54 members and five consortium members from the respective thematic expertise.
- Contributed for the smooth collaboration and coordination with donors, government agencies and concerned stakeholders at the national and international level.
- Led the mapping of stakeholders, development of stakeholder strategy, development of communication and advocacy plan and advocacy initiatives at national level.
- Led the team of researcher and expert to develop position papers, policy briefs, policy analysis and studies on the human rights and constitutional issues conducted through project.
- Developed the briefing note, background documents, amendment proposals related to the issues the disadvantaged community to be addressed in the draft constitution and provided to the parliamentarians as a briefing note to speak at the parliament.
- Contributed to the establishment of regional forums of Civil Society Organizations (Asia Dalit Rights Forum) and Parliamentarians of South Asian Countries (Asian Parliamentarians' Forum on Dalit Concern).
- Ensured timely preparation and submission of narratives/concept note and periodic reports to all the stakeholders, international partners and donors.
- Monitored and controlled the resources of the project and ensured the relevance, effectiveness, efficiency of the project intervention.
- Contributed to developing the standard operating procedures, training manual and handbook for Human Rights Defenders.
- Ensured the suitable framework for the development of Dalit Human Rights Defenders in light of UN standards. Ensured appropriate analysis and collection of best practices, laws, mechanisms at national and international levels concerning Dalit issues.
- Coordinated and collaborated appropriately for the effective implementation of the project, participated in discussions, dialogues, meetings, seminars, workshops and conferences to share and to disseminate program learning.
- Contributed in preparation of research and project proposals, fundraisings initiatives, policy formulation, organizational development initiatives and capacity building of team within the organization.

6. Position: National Consultant (Grants & Partnership Management)

Duration: January 2013 to February 2013

Organization: United Nations Development Programme, Nepal**Roles and Responsibilities:**

- Supported to mobilize the micro-grants to government line agencies, I/NGOs and their consortium partners.
- Supported to assess the grant proposal, review of budget and drafting of the grant agreement, no-cost extension agreement and memos.
- Provided orientation and facilitation to the grantees for management of the fund and followed up for submission of financial and programmatic reports in a timely manner ensuring compliances.
- Contributed to prepare the procurement plan, annual and quarterly work plans of the project.
- Supported to review vouchers & supporting documents and process payments for all financial transactions.
- Contributed to maintain the financial records and project-related expenditure ensuring proper expenditure tracking and audit of expenses.
- Supported in preparation of project budgets, budget revisions and monitoring and control of field budgets

7. Position: National Consultant (Procurement & Financial Management)

Duration: July 2012 to December 2012

Organization: United Nations Development Programme, Nepal

Roles and Responsibilities:

- Developed the project's procurement plan, annual and quarterly work plan and ensured its proper and timely implementation.
- Supported in organizing procurement process and tracking delivery; participated in technical review panelling in the evaluation of proposals/ bidding documents during the procurement phase.
- Ensured consistency and compliances of contract. Managed contracts and taken necessary action for the extension of contracts and purchase orders.
- Reviewed vouchers, supporting documents and process payments in accordance with the UNDP financial compliances.
- Ensured appropriate planning, expenditure tracking, and auditing.
- Supported in resources mobilization and managing the records of micro-grants.
- Provided orientation and facilitation to the grantees for management of fund and timely submission of financial and programmatic reports.
- Prepared budgets, budget revisions and monitoring and control of field budget.
- Prepared regular and interim financial reports and expenditure reports as required.

8. Position: Project Consultant (Part Time)

Duration: May 2012 to July 2012

Organization: Sahara Nepal

Roles and Responsibilities:

- Provided the technical support to prepare an annual work plan, quarterly work plans and budgeting.
- Provided support to develop a project proposal, periodic reports & reporting format and M & E.
- Supported to translate materials from English to Nepali and vice-versa.
- Reviewed the project document and progress report to ensure the quality & timeline of activities.
- Provided support to resource mobilization, analysis of information, preparation of donor's profile.
- Supported to the synthesis of lessons learnt, best practices, knowledge building and knowledge sharing efforts.

9. Position: National Consultant (Financial Management)

Duration: February 2012 to June 2012

Organization: United Nations Development Programme, Nepal

Roles and Responsibilities:

- Maintained the accounting of project ensuring the UNDP financial compliances.
- Prepared & posted all payment vouchers of transactions in ATLAS and processed payment under direct payment.
- Supported to financial tracking, disbursement planning, cash flow analysis and project financing requirements.
- Ensured proper planning, expenditure tracking and auditing of expenses.
- Followed up to partners & grantees for submission of financial reports.
- Supported to prepare project budgets, budget revisions & monitoring/control of field budgets.
- Ensured all documents related to financial transactions are properly recorded in order to facilitate their retrieval.
- Generated regular and interim financial records and expenditure reports as required.

10. Position: Management Associate

Duration: April 2009 to January 2012

Organization: United Nations Development Programme, Nepal

Roles and Responsibilities:

- Contributed to prepare project procurement plans, annual work plans and supported for proper implementation.
- Managed and supervised 12 support staff and trained them for the effective and efficient engagement in the assigned roles/responsibilities.
- Supported in organizing procurement processes including technical review panelling in the evaluation of goods and services, review of documents and evaluation reports an ensure the compliances as per guidelines/checklist and audit requirements.
- Ensured a timely payment of consultants and support staffs fee with verification of their engagement duration.
- Prepared memos, minute, work completion report, concept note and guidelines.
- Supported in human resource management and financial matters ensuring compliances and proper documentation.
- Ensured best physical conditions and security arrangement at office area and premises; assessed the existing security system and developed preparedness plans and procedures for emergencies.
- Provided logistics and operational support in organizing the training, workshops, dialogues and other programs.
- Overseen the property and inventory management of office ensuring the regular inspection, physical verification of assets, availability and accountability of material set up.
- Supported for assets disposal, preparation of inventory reports and timely submission of reports.

11. Position: Administrative Assistant

Duration: May 2007 to Mar 2009

Organization: United Nations Mission in Nepal (UNMIN)

Roles and Responsibilities:

- Supported in human resource management of Section including management of personnel files, preparation of leave and attendance report of staffs and timely submission.
- Managed 15 support staff for the day to day logistics/supply operation.
- Maintained all documentations of the Section ensuring safety and accessibility, supported in archiving the documents and records.
- Served as a Point of Contact for the Section to contact with local vendors for supply, delivery and after-sales services of items.
- Overseen the procurement of small quantities of goods and supplies.
- Supported in planning, forecasting of supplies and logistic requirement in near & medium terms for the mission.

- Prepared monthly logistic report and status reports and submitted to Chief of Section in a timely manner.
- Supported in inventory management, regular inspection & physical verification of items available in Warehouse facilities to ensure availability and accountability of material set up.
- Implemented monitoring process for the consumption of items, updated computer database in Galileo & Business Objects for tracking, reconciliation & accounting purposes.

12. Position: Administrative Assistant

Duration: January 2006 to May 2007

Organization: National Human Rights Commission, Nepal

Roles and Responsibilities:

- Supported to prepare a work plans, budget, progress reports, case follow-up letters, memos & internal communications.
- Supported in human resource management including performance appraisal of staffs, maintaining files, administrative instructions in the appropriate format.
- Supported to translate the reports, organizing the meetings and programs.
- Took the minute of meetings and circulated among concerned persons in a timely manner.
- Participated in the field mission for monitoring of human rights violation issues.
- Managed operational cash ensuring appropriate documentation, provided logistic support, inventory management and financial management ensuring compliances.
- Prepared logistics plans and logistics reports; forecasted the logistics requirements in near and medium terms.

13. Position: Assistant Programme Officer

Duration: January 2005 to December 2005

Organization: RuSUOC, Nepal

Roles and Responsibilities:

- Contributed to designing, planning, strategy development, budgeting, executing and monitoring of programs/projects.
- Supported in the preparation of annual work plans, periodic plans, progress report and annual reports of the organization.
- Supported to organize training, workshops, awareness sessions and campaigns at the local level and district level.
- Conducted need assessment for the vocational training and coordinated with the concerned stakeholders for appropriate programs/intervention to address them.
- Maintained up-to-date records of reference books, reports, journals received or procured by the organization.
- Arranged official travel of staff and prepares travel authorizations and settled the travel claims.
- Participated in monitoring and evaluation of the on-going & completed activities.
- Contributed for the preparation of documents, briefing notes and reports to be presented to donors.
- Liaised with the local government agencies, local NGOs, community networks at the district.

14. Position: Administrative Assistant

Duration: February 2003 to December 2004

Organization: RuSUOC, Nepal

Roles and Responsibilities:

- Supported in preparation of annual work plans, quarterly plans, progress and annual reports.
- Supported in recruitment, placement, organizing induction and training the staff, maintained personnel record of staff, attendance, leave records and performance appraisal.
- Supported to arrange official travel of staff, settlement of travel & expense claims; supported in

- organizing programs, workshops & training.
- Handled correspondences in a timely manner, managed all incoming & outgoing correspondence.
- Maintained up-to-date records of books, reports & journals received or procured by the office.
- Updated logistics requirements in near and medium terms for the organization, maintained inventory record up to date with periodic physical verification.
- Managed operational cash according to the Organization's Policy.

FURTHER RELEVANT QUALIFICATIONS / TRAINING / COURSES

COURSE/TRAINING DETAILS	ORGANIZATION	DATES
United Nations Human Rights Responsibilities	UN	June 2018
Competency Based Interview Certification Course	UNOPS	May 2018
PRINCE2® Foundation Certificate in Project Management	AXELOS and PeopleCert, UK	April 2018
UN Courses on Prevention of Harassment, Sexual Harassment and Abuse of Authority	UNOPS	January 2018
HRBA in Programming	NNDSWO	March 2016
Project Administration and Management, M & E	NNDSWO	January 2016
Proposal Development/Writing	SAMATA foundation	February 2015
CIPS Certification Level 2 in Public Procurement	The Chartered Institute of Purchasing and Supply, UK/UNDP-Procurement Division, Copenhagen	September 2011
<ul style="list-style-type: none"> Ethics in Peacekeeping. Gender Perspective in United Nations Peacekeeping Operations. Global Terrorism & Principles of Peace Support. International Humanitarian Law and Law of Armed Conflict. Peacekeeping and International Conflict Resolution. The Conduct of Humanitarian Relief Operations 	UNITAR)-Online Course	June-August 2008
Basic Accounting Training on Government and Project Accounting System	NHRC Nepal	15 Feb. 2007
Mass Communication and Operationalization of MDGs.	UNDP/NPC	11/7/2005
English Language Training	NHRC Nepal	50 Hours
Diploma in Alpha Software	RaraNet, Lalitpur	10 /07/ 2004

RESERCH/PUBLICATIONS

- Co-editor: A Study on Implementation Status of Anti-CBD Act, 2011 and Recommendations, 2017, SAMATA foundation, Nepal
- Co-editor: Training Reference Manual on Human Rights Based Approach to Journalism, 2016, Jagaran Media Centre, Nepal
- Co-author: Hand Book on Caste Based Discrimination and Human Rights for Dalit Human Rights Defenders, 2016, SAMATA foundation, Nepal
- Co-author: Equity Watch 2015: Nepal-Right to Education for Dalit, SAMATA foundation, Nepal.
- Co-author: Equity Watch 2014: Nepal-Access to Justice for Dalit, SAMATA foundation, Nepal.

- Study Coordinator/Co-author: Benchmarking the Draft UN Principles and Guidelines on the Eradication of Discrimination based on Work and Descent in Nepal, 2014, SAMATA Foundation, Nepal
- Co-author: Training Manual for Human Rights Defenders, 2013, SAMATA foundation, Nepal
- Researcher: A Study on Socio-economic Condition of Dalit of Kavre District, 2012.

ORGANIZATIONAL INVOLVEMENT

- General Secretary: Professional Development and Research Centre (PDRC), Nepal.

COMPUTER APPLICATION

Sound user of computer applications - MS Office Package, E-mail, Internet, Web-Based Management and Cloud Based Systems.

LANGUAGE SKILLS

S.N.	LANGUAGE	SPOKEN	WRITTEN
1	ENGLISH	Fluent	Fluent
2	NEPALI	Native	Native
3	HINDI	Good	Good

PERSONAL DETAIL

Date of Birth: July 17, 1979

Nationality: Nepali

Sex: Male

Marital Status: Married

Contact Address: Lalitpur Metrocity-25, Bhaishapati, Lalitpur, Nepal

Contact No: +977 9841574886 (Cell); +977 1 5591516 (Residence)

REFREES

1. **Mr. Ujjwal Sundas**
Managing Director, SAMATA foundation, Nepal
Cell: +977 9851146331
E-mail: ujjwalsundas@gmail.com
2. **Genevieve Lefebvre-Thomas, Eng.**
Project Manager, United Nations Office for Project Services (UNOPS), Nepal
Cell: +977 9801204441
E-mail: genevieve1@unops.org
3. **Dr. Purna Nepali**
Associate Professor, Kathmandu University, School of Management, Nepal
Cell: +977 9841532362
E-mail: kumar2034@gmail.com

CERTIFICATION

I confirm that the information set out in this application is, to the best of my knowledge, true & complete. I understand that any false statement may disqualify me from appointment.

Ram Charmakar

Signature:

Date: 5th Dec. 2019