

**Mr. RESHAM JUNG SINGH**

Lalitpur Metropolitan City, Ward No. 14, Sobahiti, Lalitpur, Nepal

Email: [resj.singh@gmail.com](mailto:resj.singh@gmail.com) / [resham\\_sb5@yahoo.com](mailto:resham_sb5@yahoo.com)

LinkedIn Profile: <https://www.linkedin.com/in/resham-jung-singh-37396144/>

Cell No. (+977) 9851091381, Home Phone No. (+977) 01 5121186

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**PROFESSIONAL SUMMARY**

The candidate has 13 years of demonstrated work experience in field level activities implementation and managing the projects especially on planning, monitoring & evaluation, financial management, partnership management, human resource management in national and international development organizations. Have a good presentation and facilitation skills, manage multicultural team, strong communication, negotiation and analytical skills. Have proven experience of closely working with various governmental (local and provincial), non-governmental agencies and private sectors. Candidate has been working for 10 years in HELEVATS Swiss Intercooperation Nepal (Swiss Development Association) in different capacities to contribute in socio-economic growth and livelihood improvement of the people from disadvantage and minority groups by providing technical assistance to construct trail bridges in remote and urban areas of the country. Furthermore, major responsibilities are project activity planning (prepare yearly plan of operation (YPO)), strategic planning, grant tracking, implementation, monitoring & evaluation, reporting, institutional development and capacity building of government, non-government and private sector partners/stakeholders.

**PERSONAL DATA**

Date of Birth : 17 May 1981  
Place of Birth : Swamikartik Palika, (Formerly Jukot VDC, Ward No. 2), Bajura  
Marital Status : Married

**SKILLS**

Computer : MS Word, Power Point, Excel, Photoshop – Professional use  
Auto CAD, Land Development, DTM, GIS  
Language : English – Proficient in oral and written,  
Nepali – Mother tongue  
Hindi – Understanding  
Driving : Two wheeler and four wheeler

**PROFESSIONAL ORGANIZATION MEMBERSHIP**

Member of Nepal Engineering Council (Reg. No, 4806 "Civil", "A" Category)

Member of Nepal Engineer's Association (Reg. No, 7683)

Online Member of International Forum for Rural Transport Development (IFRTD)

## **WORK EXPERIENCE**

**Trail Bridge Support Unit, HELVETAS Swiss Intercooperation Nepal, Nepalgunj, Banke**  
(responsible for providing technical assistance to provincial & rural/urban municipalities of province 5, Karnali & Far-west province, funded by Swiss Embassy in Nepal (SDC))

***State/Province Manager (SWAp Facilitation Manager)***

***01 October 2014 – Present***

### **Program/Project Management and Coordination:**

- Coordinate and manage the trail bridge sub-sector program implementation process in the multiple locations of remote areas (rural and urban municipalities) of province 5, Karnali and Far-west province. Assure the trail bridge strategy 2006 and other policies have been followed by the government and non-government partners/stakeholders during preparation of yearly plan of operation (YPO) and overall implementation process.
- Coordinate and lobby the planning and review meetings formerly with district development committees (DDCs)/DCCs, village development committees (VDCs), district technical offices (DTOs), now with rural and urban municipalities (local level governments), province governments ministry of physical infrastructure development (MoPID), transport infrastructure directorate (TID) and infrastructure development offices (IDOs) to incorporate the project demands of disadvantaged groups in yearly plan of operation, annual plan and budget preparation of ministry and local level.
- Link local communities with local and province governments for programme resources and timely support of technical and social inputs for both qualitative and quantitative results. Monitor the implementation of project's prioritization criteria considering population, marginalized population, distance gained, remoteness, and their sensitivity.
- Ensure meaningful participation of disadvantage groups in every stage of programme planning, implementation, construction and monitoring & evaluations and reporting.
- Develop and implement daily, monthly, half-yearly and annual work plan reflecting project's deliverables, budget, human resources, and expected output/outcome.
- Demonstrate accountability towards community, government, private sector and civil societies. Answer the issues raised about programme in public forums. Find out project opportunities and potential synergies then monitor the planning, implementation, monitoring & evaluation of synergistic activities for joint outcomes. Assess local socio-political contexts to adopt proper strategies for the smooth running of programme/projects.
- Maintain project transparency, follow 'do no harm' and conflict sensitive program management strategy (CSPMS), safety and security guideline, risk management of HELVETAS Nepal and SDC and basic operating guideline (BOG) of development partners.
- Represent and lead the programme at province and local level, participate in programme meetings with donor Swiss Embassy (SDC), HELVETAS and province and local governments and present the progress, outputs/outcomes periodically.
- Coordinate and lobby with local and province government to allocate their own budget in their annual plan program and policy for construction and maintenance of trail bridges.
- Worked with DFID to implement numerous trial bridges under RAP 3 project in various remote areas of Farwest and Karnali.

**Partnership Management:**

- Ensure that the regional partner organization abide by the collaboration agreement established between TBSU/HELVETAS Nepal and partner organizations, organize regular review and planning meetings and ensure the regional partner organizations effectively and efficiently deliver the contractual obligations follow the set procedures, standards and quality of construction works, partnership and contract management.
- Ensure that the funds are timely disbursed to the partner organizations according to the term and conditions of the agreement signed between TBSU/HELVETAS Nepal and partner organizations and project activities are implemented as per the yearly plan of operation (YPO) and approved budget.
- Closely work with local governments, province government, ministry of physical infrastructure development (MoPID), transport infrastructure directorate (TID) and infrastructure development offices (IDOs) for timely accomplishments of financial and physical bridge targets, regularly organize review and planning meetings.
- Ensure that rural/urban municipalities prepare and submit monthly/trimester/annual reports on physical/ financial progress of trail bridge sub-sector programme.
- Closely work with private sectors i.e. consultants, contractors, manufactures, suppliers, and steel parts fabricators. Regularly organize meetings and provide feedback timely.

**Planning, Monitoring, Evaluation, Learning and Reporting:**

- Prepare regularly yearly plan of operation (YPO) and annual program budget in consultation with all local and province governments for routine maintenance, major maintenance, new construction of bridges, access trails.
- Prepare and submit periodic physical progress reports, monitor the physical and financial progress regularly on the basis of YPO (plan and monitor the progress of about NPR 1000 million annual program budget). Ensure that partner organization submit report accurate and timely.
- Based on different web based monitoring systems (TBSIS and PMIS), continuous monitor the physical/financial progress and construction quality of the bridges and instruct regional partner and local partner organizations and in house staffs in order to collectively guide the respective municipalities and province IDOs.
- Develop and use of management systems to monitor progress and data collection for use in evaluating of programme activities, outcomes and impact.
- Travel frequently to project areas for mobilizing and conducting meetings with stakeholders and beneficiary community and program monitoring.
- Conduct monitoring field visit to ensure timely and quality implementation of program as per YPO and budget. Ensure lessons learned are integrated in future program design.
- Participate and monitor the project baseline surveys, post bridge building assessment, mid-term evaluation, monitoring visits, prepare/write case studies, success stories.
- Develop guidelines, planning and monitoring & evaluation mechanism for the partner performance evaluation and activities. Provide feedbacks for further improvement.

**Quality Control and Quality Assurance:**

- Ensure that the survey, design and cost-estimate of the bridges, river bank protection structures, access road, and bio-engineering techniques are reviewed and accepted as per set standard & norms and prevailing civil engineering principles and practices.

- Monitor the construction activities and ensure the quality standard maintained in all bridges and implementation of river bank protection works.
- Mobilize and monitor the performance of regional partner organizations, local NGOs, consultants, contractors, fabricators, suppliers for monitoring and inspections of bridges.
- Provide technical assistance for the procurement of goods, works and services made by local and provincial governments (bid document preparation/ bid evaluation) and UCs conforms to the established rates, specification, norms and standards.
- Ensure social and environmental safeguard i.e. environmental impact assessment, impacts on vulnerable groups and involuntary resettlement, implement proper safety measures/instructions during construction work.
- Ensure GESI policy fully implemented in project activities implementation.

### **Capacity Building:**

- Regularly assess the capacity of partners and plan capacity building activities. Capacitate regional partner (RTAP) engineers, sub-engineers, asst. sub-engineers of DDCs/DTOs, rural and urban municipalities, province government engineers, sub-engineers and NGO's technical and social staffs on quality monitoring of trail bridges in coherence with national policy trail bridge strategy/LIDP and its core manuals.
- Design, organize, implement and facilitate orientations and training programmes for elected representatives and government officials of rural/urban municipalities, DCCs, DTOs, provincial ministry of physical infrastructure development, transport infrastructure directorate and infrastructure development offices, private sectors i.e. consultants, contractors and fabricators about the trail bridge sub-Sector programme & policies, trail bridge survey, design, construction, maintenance, quality and implementation process.
- Organize and facilitate regular programme review and planning meetings, workshops, and capacity building trainings for various stakeholders i.e. DCCs, DTOs, Rural/Urban Municipalities, Province Ministry (MoPID), TID and IDOs, Partner NGOs.

### **Human Resource and Financial Management:**

- Directly supervising 11 in-house staffs (engineers-2, sub engineers-3, admin/finance officer-1, store keeper-1, watch person-2, drivers-2).
- Function as a supervisor/line manager of in-house staff. Regularly evaluate/oversee their performance, mentor, provide coaching and feedback. Energize and motivate staffs to work in the team and make sure that the staff capacity is built according to their job plan development objectives and organization need.
- Supervise regional partner organization SEBAC Nepal and 20+ local partner organizations of both province no. 5, Karnali and far west province.
- Plan program budget and implement for various activities i.e. trainings for local, provincial governments, UCs, partner organizations, private sectors, piloting the technologies (R&D), and procurement of goods, works and services.
- Full responsibility to manage technical, financial resources, administration and office management of the provincial field office at Nepalgunj and Dadeldhura. Prepare and manage budget required for provincial office efficiently (NPR 50 million annual budget). Ensure internal control mechanisms are in place with 100% compliance of finance, procurement and other HR/admin policies.

**Trail Bridge Support Unit, HELVETAS Swiss Intercooperation Nepal, Pulchowk, Lalitpur**  
(responsible for all districts and all local level governments of Central, Eastern and Western Development Region funded by Swiss Embassy in Nepal (SDC))

***Technical Coordinator***

***02 November 2009 – 30 September 2014***

- Representing the organization attend the meetings/workshops of working partner organizations (DDCs, VDCs, NGOs, Private Sectors and UCs) and other trail bridge building agencies regularly.
- Assist and ensure that the all DDCs prepare annual bridge planning, budgeting and procurement plan and support for proper planning process for new project selection.
- Induce and ensure that the DDCs submit its monthly, annual and trimester reports on physical and financial progress, update and monitor online reporting system TBSIS, PMIS, DBR.
- Deliver technical assistance (TA) for bridges built by local governments DDCs/DTOs and other development agencies RADC, PAF, CARE.
- Ensure that the workers/labors at the bridge site are paid on time and ensure equal pay for equal work.
- Ensure that the public hearing, review and audit take at all bridge sites, establish project hoarding boards at site, establish labor insurance, ensure all social indicators are achieved as specified in project log frame.
- Ensure that all quality standards from the site selection up to the construction of a bridge are maintained as per prescribed norms/standards and specifications.
- Detail site assessment, survey, design, cost-estimate of new construction and major maintenance of trail bridges, bank and slope protection works, bio-engineering techniques, access road/trails.
- Check and provide feedback pre-feasibility study, technical and social feasibility study reports.
- Check survey, design and cost-estimate reports prepared by local NGOs, Consultants, DDCs/DTOs personnel and other supporting agencies (PAF, RADC) and provided technical acceptance.
- Inspection of fabricated steel parts, construction work monitoring at critical milestones and ensuring the construction quality of bridges as per specified norms, standards (Quality control and assurance system).
- Monitor performance of district partner NGOs and review NGO progress reports (social and technical). Ensure that NGOs submit progress and quality monitoring report on time.
- Regularly assess capacity and enhance capacity of DDCs/DTOs and NGOs personals through on the job training at the sites and organizing various trainings and refresher courses.
- Facilitate routine maintenance training, demonstration model bridge training, various capacity building trainings.
- Assist to develop trail bridge maintenance directive, update different manuals, checklists, drawings etc.
- Worked with various donor agencies for implementing different projects RRRSDP, DRILP, RAIDP.

**Practical Action Nepal/NGO Network Tanahun, Damauli, Tanahun** (responsible for remote areas of Tanahun District funded by European Union and Practical Action)

***Project Coordinator***

***01 January 2007 – 31 October 2009***

- Conduct detail engineering/socio-economic/environment (feasibility) survey and prepare design, cost-estimate of rural infrastructures i.e. gravity goods ropeways, small irrigation technologies, resource center, school buildings and agriculture related activities.
- Monitor construction of gravity goods ropeway structures, resource/information center buildings, school buildings and introduce small irrigation technologies which are self-managed by community (Farmer Managed Irrigation System (FMIS)).
- Ensure quality control of steel parts fabrication of gravity ropeway, information and construction of collection/information/resource center, school buildings.
- Assist to conduct baseline survey and impact assessment of project area, sub-sector analysis study, participatory market chain analysis (PMCA).
- Beneficiary group identification and capacity need assessment of community based organizations (CBOs).
- Plan and manage capacity building programs to enhance technical and institutional skill of CBOs.
- Facilitate in different community level meetings and orient them about institutional management, public hearing, public review, public audit and community level participatory market chain analysis program.
- Lead and manage the Access for Opportunities project at district level. Manage Staffs: 8 i.e. engineer, sub-Engineer, social mobilizer, accountant, sub-overseer, JTA, consultants, project budget € 0.65 million.
- Overall responsibilities of project management, finance and administration of project at district level.
- Prepare/develop construction management, operation and maintenance guidelines of Gravity Goods Ropeway and facilitate project planning, construction management, repair and maintenance and operation management trainings to local community.
- Prepare annual, quarterly and monthly plans (budget and activities) for effective implementation of the project activities, which include construction of gravity ropeway, small/micro irrigation technologies, construction of school/resource center buildings.
- Prepare and submit monthly, quarterly and annual progress, financial and technical reports to project management unit.
- Organize and facilitate inception meetings/planning and review meetings of project with community and district level line agencies (i.e.DDC/DTO/DADO etc.), assist in participatory planning process.

## **EDUCATION**

**M. Sc. In Construction Management, (First Division, CGPA - 3.67/4).....2010-2014**  
Pokhara University, Nepal Engineering College-Center for Post Graduate Studies, Balkhu, Kathmandu, Nepal

**Bachelor's Degree in Civil Engineering, (First Division, 70.04 %).....2002-2006**  
Tribhuvan University, Institute of Engineering, Pulchowk Campus, Lalitpur, Nepal

**Intermediate in Electrical Engineering, (First Division, 72.4 %).....1998-2001**  
Tribhuvan University, Institute of Engineering, Western Region Campus, Pokhara, Kaski, Nepal

**School Leaving Certificate (SLC) (First Division, 66%).....1986-1998**  
Usha Bal Vatika Secondary Boarding School, Birendra Nagar, Surkhet, Nepal

## **TRAININGS**

**A certificate level course in "Rethinking Partnerships" May - June 2017,** Coady International Institute, St. Francis Xavier University, Antigonish, Nova Scotia, Canada

**"Appreciative Leadership and Organization Development (ALOD) Training", 26 to 29 July 2016, Kathmandu,** Appreciative Learning and Development Management Pvt. Ltd., Kathmandu, Nepal

**"Capacity Building Training on Trail Bridges for Engineers" 35 days, December 2009 to January 2010, Kathmandu,** Local Bridge Section/DoLIDAR/MoLD GoN, Continuing Education Division IoE Pulchowk Campus and TBSU/HELVETAS Nepal

**"Safety and Security", 30 October – 02 November 2017,** Swiss Agency for Development and Cooperation (SDC)/Embassy of Switzerland in Kathmandu

**"Basic First Aid and including Cardiopulmonary Resuscitation (CPR) Training Course", 09 to 11 January 2018,** Nepal Red Cross Society with the support of Swiss Embassy, Surkhet, Nepal

**"Case Study and Report Writing Training" 2009,** NEST Pokhara and Practical Action Nepal, Bharatpur, Chitwan Nepal.

**"Participatory Market System Development and Participatory Market Chain Analysis" 2009,** Practical Action Nepal, Pokhara, Nepal.

**Auto CAD (2D & 3D) on 2005 and "Auto CAD, Land Development and Civil Design" on 2010, Advanced Excel on 2017,** CESS Nepal, Read Consult and TBSU/HELVETAS, Kathmandu, Nepal

**UN CC: Introductory E-Course on Climate Change,** United Nations Institute for Training and Research and United Nations Climate Change Learning Partnership

## **PUBLICATIONS**

**"Partnership for Development: Partnership among Trail Bridge Support Unit/HELVETAS Nepal, Government Agencies, Regional Technical Assistance Providers, NGOs and User's Committees for implementation of Trail Bridge Sub-Sector Programme"**, A journal on Rural Infrastructure, Published by Society of Engineers' for Rural Development (SERDeN), Vol. 9, Issue 9, August 2018

**"Trail Bridge Maintenance Management System in Nepal; A case study of Tanahun and Gorkha District"**, A journal on Rural Infrastructure, Published by Society of Engineers' for Rural Development (SERDeN), Vol. 6, Issue 6, August 2015

**"Quality Control and Assurance System in Trail Bridge Construction"**, A journal on Rural Infrastructure, Published by Society of Engineers' for Rural Development (SERDeN), Vol. 4, Issue 4, August 2013

**"Trail Bridge Maintenance Issue in Nepal"**, A journal on Rural Infrastructure, Published by Society of Engineers' for Rural Development (SERDeN), Vol. 3, Issue 3, August 2012



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Electronically signed by Resham Jung Singh, 13 December 2019

## **REFERENCES**

Name	Rabindra Bahadur Singh	Tulasi Nepal
Position	Team Leader, Private Sector Development (Former line manager in Practical Action Nepal)	Team Leader (Former line manager in TBSU/HELVETAS)
Project	Purnima: Post Earthquake Recovery in Nepal	Small Irrigation Programme (SIP) (GoN and SDC)
Organization	Mott MacDonald Nepal (Funded by DFID)	GEOCE/TMS/AC (Funded by Swiss Embassy, SDC)
Mobile	+977 9851121681	+977 9851029227
Email	rabindrabsingh@yahoo.com	tulsinepal@gmail.com