

Prem Bahadur Rana Magar

Lalitpur-15, Nepal

Date of Birth: 30/08/1984

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Summary

Nine years of progressive experience of working on program design and delivery, compliance, grants and partnership management on areas related to democratic governance, civil society engagement, public policy and inclusion.

Academic Qualifications

L.L.B Bachelor of Law (Ongoing)

Tribhuvan University

Nepal Law Campus

Graduate Diploma in Human Rights (2010)

School of Social and Political Sciences

University of Sydney, Sydney

Master in Social Development (2009)

Specialization in International Social Development

School of Social Sciences

University of New South Wales, Sydney

Bachelor of Arts in Development Studies (2007)

Faculty of Arts

Kathmandu University

Professional Experience

Program Development Advisor (Consultant)

June 2019- Present

Uniterra Nepal

(World University Service of Canada WUSC and Centre for International Studies and Cooperation CECI program)

Program Development

- Lead to support growth in new funding acquisition through the identification, development and timely submission of quality concept notes and proposals for Uniterra Nepal's partner organizations;
- Lead capacity building programs of partner organizations to ensure that partners understand, internalize and practice program design by increasing the knowledge and awareness in different spheres, such as logical framework, theory of change, overall project design, goal, outcomes, impact, outputs etc.
- Work closely with Program Development Manager (PDM) to provide support to the development of concept notes, proposals and situation analysis-coordinating the development process with all relevant departments, including designing logical frameworks, setting realistic and measurable targets and developing narrative proposals and budgets;

- Work closely with PDM to assist in context analysis and research regarding the current political, socio-economic and security situation in Nepal to inform mission's strategy development and/or proposal writing;
- Ensure proposed action is in compliance with the donor's requirements and strategic priorities, as well as the priorities of Uniterra Nepal;
- Coordinate and communicate with selected donors;
- Assist and/or support partner negotiations including teaming and pre-bid agreements.

Compliance & Quality Assurance

- Ensure that programs actively coordinate with MEAL unit to understand, co-design, internalize and utilize MEAL frameworks that are essential in providing a consistent context for measuring achievements against indicators;
- Ensure partner organizations duly complete and follow donors' financial compliance requirements including reviewing of financial reports prior to submission;
- Ensure a full and timely submission of complete proposal and annexes following the calendar creation.

Deputy Director

July 2017- December 2018

Public Defender Society of Nepal

(National Implementing Partner of the International Legal Foundation/ILF-USA)

Babarmahal, Kathmandu

Program Development, Implementation and Management:

- Provided leadership for the development, management, and implementation of all program activities in line with the overall PDS-Nepal's strategic plan;
- Worked closely with Program Director of the International Legal Foundation (the ILF, USA) to identify potential donors by developing donor matrix and prepare and submit concept notes/proposals for potential partnerships;
- Prepared and submitted concept notes, full fledge proposals and secured funding from U.S. Department of State INL, UNDP RoLHR and Open Society Foundation Nepal
- Lead project planning by developing quarterly/annual work plan & budget and ensure timely accomplishment and reporting of project activities and objectives;
- Implemented planning and review systems to ensure delivery against plans and appropriate reporting and monitoring;
- Supervised staffs by providing them with all the necessary assistance to ensure that program activities are carried out in accordance with donor requirements and in a timely manner with attention to quality;
- Developed and maintained consistent, clear and timely communications and reporting for all PDS-Nepal activities;
- Visited partners, field offices and project sites as needed to support and monitor staffs.

Financial and Resource Management and Compliance

- Oversee all financial management including funds disbursement, transfer request from ILF, acquittal and timely aggregation of operational and grants accounts;
- Provided oversight to all financial and administrative functions in PDS-Nepal ensuring full compliance with applicable policies, manuals and legal conditions;
- Oversee the development and implementation of the annual implementation budget in accordance with established organizational goals and targets;
- Monitored and reviewed organizational and logistical support of program-related activities to the partner organizations;
- Provided oversight to ensure that adequate internal controls mechanisms are established and followed;

- Provided oversight to ensure systematic budget monitoring and reviews are conducted;
- Ensured effective grant management systems are in place for accurate, timely reporting and compliance with donor conditionality and requirements;

Human Resources and Operations Compliance & Management

- Led oversight of all PDS-Nepal's eight offices located throughout Nepal with 42 employees by ensuring compliance with organization's policies;
- Led all procurements including reviewing, negotiating and selecting vendors on competitive price basis for local/regional/international travel, accommodation and logistics to ensure cost effectiveness;
- Prepared and managed contracts and sub-contracts of consultants and vendors of eight offices by preparing Memorandum of Understanding (MoU) to ensure offices are operated cost efficiently and effectively;
- Worked closely with Human Resources & Administration Director of the ILF-USA to review and revise Employee and Operations Manuals;
- Led timely recruitment and training of staff;
- Conducted staff appraisals to identify and ensure support for staff capacity building needs;

Representation and External Relations

- Coordinated with Social Welfare Council (SWC) and lead to conduct Central Project Advisory Committee (CPAC) in Kathmandu as well as District Project Advisory Committee (DPAC) in seven district offices on bi-annual basis as per Project Agreement
- Coordinated with Social Welfare Council (SWC) and lead to conduct Central Project Advisory Committee (CPAC) in Kathmandu as well as District Project Advisory Committee (DPAC) in seven district offices on bi-annual basis as per Project Agreement;
- Managed partner coordination with the ILF and key stakeholders including the Supreme Court, the Office of Attorney General, Nepal Bar Association, Governance Facility (GF), U.S. State Department Bureau of International Narcotics & Law Enforcement Affairs (INL) by maintaining positive working relationship;
- Represented PDS-Nepal in external meetings, seminars and workshops as and when required.

Program Officer

January 2015- July 2017

SUCHANA-I and SUCHANA-II

National Information Commission

Government of Nepal

Baneshwor-10, Nepal

Program Development & Implementation:

- Planned, coordinated and executed phase closure of SUCHANA-I project by working closely with Project Manager (Under Secretary);
- Led formulation and finalization of SUCHANA-II by drafting project document by establishing project indicators and budget forecast by closely working with the Secretary of National Information Commission;
- Took a lead role in formulating and finalizing National Strategic Plan of Action (2015-2020) for National Information Commission by incorporating budget forecast, program indicators and M&E guidelines;
- Led drafting, processing and approval of Standard Operating Procedures (SOP) for SUCHANA-II;

Financial Compliance and Coordination:

- Served as focal person for Office of Auditor General, Financial Comptroller General Office and Governance Facility's financial review and annual audit;
- Lead all procurements, contracts and MoU with by developing roster of vendors and consultants adhering to SOP guidelines

- Served as focal person to liaison and coordinate with 7 key ministries and their respective line agencies to promote and implement Right to Information at central and district level;
- Served as focal person to organize steering committee meeting with the Secretaries /Joint Secretaries of 7 key ministries and National Planning Commission to address future plan of actions, risks and challenges faced during project implementation;
- Coordinated in building and maintaining positive working relationships CSO side stakeholders including Federation of Nepali Journalists, Nepal Bar Association and NGO Federation;

Monitoring, Evaluation & Knowledge Management:

- Monitored progress of activities ensuring and enhancing internal budget control by producing program and financial reports;
- Managed, planned and coordinated the work of district public line agencies including supervision and evaluation, capacity building and knowledge transfer through trainings, interactions and workshops;
- Managed Right to Information Management Information System (RTI-MIS) database to support data collection, analysis and reporting needs of outputs produced;
- Prepared quality project report to ensure compliance with donor's requirements;
- Prepared success stories and case studies

Program Officer

May 2013-December 2014

The Story Kitchen- A Space to Amplify HerStory,

Kupondole, Lalitpur

- Prepared expressions of interest (EOI) and project proposals pertinent to The Story Kitchen's programme;
- Researched and prepared grant winning project proposal '**SAHAS' -UN Trust Fund to End Violence Against Women;**
- Responsible for implementing programme activities under financial grant of Global Fund for Women;
- Responsible to ensure all procurements are timely and cost effectively managed for all local and regional travel, accommodation and logistics;
- Responsible for managing and coordinating capacity building trainings for Women Human Rights Defender groups and conflict victim women and girl survivor groups at district level;
- Produced quarterly project reports and briefings and other communications products as required.

Administration & Finance Officer (April 2008- April 2013)

Payroll Officer (June 2012- September 2012- Relief Role)

Woolworths Group (Woolworths Ltd.),

Human Resource Department

Sydney, Australia

- Assisted line manager in implementing and ensuring compliance of human and financial policies of the company;
- Prepared and submitted Weekly Balance Finance Summary report for approval from head office;
- Focal person for communication in internal audits;
- Worked closely with Manager to develop business plan and prepare subsequent strategies to achieve targets;
- As Payroll Officer, accurately and timely processed weekly salary payment and leave entitlements of 180 part-time staffs in South Australia and Victoria states through NOVA software;
- Ensured branch office is logistically equipped by managing inventory of assets, supplies and investigated any discrepancies;
- Responsible to represent, handle and process work place related human resource issues/grievances;

Intern

Pro-Minority Project (European Union funded)

February 2007 – July 2007

ActionAid International Nepal

Nepalgunj, Nepal

- Assisted Project Manager in preparing regular work plans, budgets and reports of project activities;
- Assisted Project Manager in facilitating coordination between partner organizations at district level to develop their strategies and plans under the guidance of thematic leaders;
- Worked closely to develop positive and collaborative relationships with concerned stakeholders (minority groups- *Rajis, Kamaiyas- Freed Bonded Labourers, Badi*);
- Ensure documentation, reporting and dissemination of project activities by partner organizations.

Short-Term Consulting Assignments

Armed Police Force (APF) Academy, Kathmandu

Consultant (3 months in 2014)

- Coordinated, prepared and designed course for proposed **Masters in Security, Development and Peace Studies Programme** for Armed Police Force Academy, Government of Nepal.

Helvetas Swiss Intercooperation Nepal, Lalitpur

Team Leader- Income and Employment Verification Project (2 months in 2008)

- Responsible for developing, designing and managing action plans for cross verification of partners' project completion reports;
- Liaised with partner organizations and community members and supervised a team of 6 field enumerators;
- Prepared and presented project, budget and field report upon completion of project to Country Director of Helvetas Nepal.

Academic Teaching Experience:

Lecturer- Thames International College (Tribhuvan University Affiliate) (2013-Present)

Lecturer- National College (Kathmandu University Affiliate) (2015-2017);

Lecturer- CAMAD College (Pokhara University Affiliate) (2014-2015)

Workshops

- Selected to represent Nepal in '*Workshop for Emerging Leaders on the Rule of Law and Policy*' organized by Thailand Institute of Justice with collaboration with The Institute for Global Law and Policy at Harvard Law School, January 6-11, 2019

Referees:

Mr. Sita Ram Bhatta

Country Director

CECI Nepal

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Ms. Dibya Karki

Program Development Manager

CECI Nepal

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