

11 December, 2019

To,
The Selection Committee
Nepal Water for Health (NEWAH)
Kathmandu, Nepal

Dear Selection Committee,

In reference to the vacancy announcement for the position of Deputy Director with Helen Keller Nepal Water for Health (NEWAH), I hereby present and believe myself as a candidate for the position considering my academic qualifications and professional experience. Allow me to introduce myself. I am Prem Bahadur Rana Magar. With my professional career expanding of more than nine years, I have developed proven track record in program design, management, operations and grants compliance. I have worked with a government agency, a local NGO, an INGO and prepared myself for this role with your organization.

I have an undergraduate degree in Development Studies from Kathmandu University. My post graduate qualifications are Master in Social Development (Specialization in International Social Development) from the University of New South Wales, Australia and Graduate Diploma in Human Rights from the University of Sydney, Australia. Currently, I am studying for completion of my undergraduate degree in law (LLB) from Nepal Law Campus.

With my current role with Uniterra Nepal (a program of World University Services of Canada WUSC and Centre for International Studies and Cooperation CECI), I lead new funding acquisitions through the identification, development and timely submission of quality concept notes and proposals for Uniterra Nepal's local partner organizations. I led 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, financial and procurement compliance requirements. I work closely with Program Development Manager (PDM) of CECI to provide support to the development of concept notes, proposals and situation analysis along with budgeting by coordinating the development process with all relevant departments, including designing logical frameworks, setting realistic and measurable targets and developing narrative proposals and budgets for CECI Nepal.

With my role as Deputy Director with Public Defender Society of Nepal (PDS-Nepal), I have developed strong program and operations oversight, coordination and management skills. To ensure smooth transition of International Legal Foundation-Nepal (ILF-Nepal, INGO) to PDS-Nepal (local organization), I drafted, reviewed and prepared PDS-Nepal's Financial Policy and Employee Manual by working closely with the Managing Director and Human Resource & Administration Director of the International Legal Foundation-USA (the ILF). By working with the ILF team and local authorities, I led PDS-Nepal to successfully set up three district offices in Biratnagar, Bhairahawa and Birgunj.

I led program and finance team by preparing Annual Work Plan and Budget and ensure timely delivery of project activities along with financial reporting to donors. I was the designated focal person for all projects related planning and activity implementations to ensure donor compliance and reporting. I oversaw all financial management including budget monitoring, fund accountability and budget versus expenditures to ensure compliance with financial policy of PDS-Nepal and donor requirements. I also 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. I oversee

eight PDS-Nepal offices by managing contracts and sub-contracts of consultants and vendors by preparing Memorandum of Understanding (MoU) to ensure offices are operated efficiently and effectively.

I worked closely with Director of Program of the ILF to identify potential donors, prepared and submitted Expression of Interest (EOI)/concept notes for new partnerships. During my association with PDS-Nepal, I successfully led the organization to secure funding and partnership opportunities with UNDP's Rule of Law and Human Rights, Open Society Foundation Nepal and US Department of State's INL. During my association, I ensured grants compliance by coordinating and working closely to enhance capacity of consortium partners Nepal Bar Association and Judges' Society Nepal under Governance Facility and US Department of State's INL funded projects.

With my previous role as Program Officer with National Information Commission (NIC), I planned, coordinated and executed phase closure of SUCHANA-I project by working closely with Project Manager (Under Secretary). I led formulation and finalization of SUCHANA-II project by drafting project document by establishing project indicators and budget forecast by closely working with the Secretary of NIC. I also led drafting, processing and approval of Standard Operating Procedures (SOP) for SUCHANA-II project by ensuring compliance with Government of Nepal and donor Governance Facility's financial and administration policy. I regularly interacted and liaised with Secretaries and Joint Secretaries at central level as well as local authorities of seven key ministries of Government of Nepal to update on programmatic and financial progress.

My financial and operations skills are of excellent standard. I have worked extensively in a fast paced and culturally diverse environment. With my role as Administration & Finance Officer with the largest retailer in Australia, I managed oversight of 180 employees' salary payment and entitlements by working closely with Human Resource Department and Finance Department. Moreover with my role with National Information Commission where I have acted as focal person in Office of the Auditor General, Financial Comptroller General's Office and Governance Facility (donor)'s annual auditing, I have enhanced my financial analysis and reporting; strategic planning and performance management skills and prepared myself for this role in your organization.

I am capable of influencing and leading people. I have developed these skills with my role as a Lecturer with different universities and educational institutions where I taught undergraduate and post graduate students. I am advance user of MS Office Package. I am also a proficient user of NOVA Payroll Software, FundEZ and Quickbook softwares. I am an excellent team player with critical thinking and 'can do' attitude. I truly believe if given an opportunity to prove my potential, I would be an asset to your organization.

I look forward in hearing from you. I thank you for taking your time out to review my application.

Sincerely,
Prem Bahadur Rana Magar