**Er. Bal BahadurThakurathi**  **Phone:**  9849124056

**Date of birth:** 2043/04/16 B.S. 9851164056

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DewalDivyapur -9, Dadeldhura (permanent) bthakurathi@oxfam.org.uk

Balkumari-9, Lalitpur (temporary)

Proposed Position: Deputy Director

**SUMMARY OF COMPETENCIES**

**COMPETENCIES**

* Technical expertise in WASH (Sustainable WaSH Program Management, Technical design, estimation of water supply system and quality construction management)
* Technical expertise in WASH in Emergency
* Peoples and Local Partners(NGO) management
* Sustainable program Planning, Designing, implementation, monitoring and Evaluation
* **Result based complex Project management skill.**
* Community mobilization
* Coordination with different stakeholder i.e. GO, I/NGO and donner agency etc.

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| --- | --- |
| **Areas of expertise** | **Experience** |
| Assessment and Needs Identification | * Expertize in rapid and detail need assessments, * Questionnaire development for need assessment * Train to staff for need assessment * Conduct analyse and report preparation of need assessment. |
| Project Implementation | * Plan and designs programmes based on geographical context and need of vulnerable people. * Procurement Management * Design Child, women and disable friendly WASH structures * Budget plan and management * Construction Management and Quality delivery of program |
| Staff Management | * Experience of managing 6 staff directly in Oxfam * Performance management of staff * Capacity building and staff growth |
| Gender Mainstreaming | * Gender analysis and gender responsive budgeting * Experience of implementation of safe programming * Ensure the active and meaningful participation of women throughout the project cycle management. * Ensure the woman’s participation on different CBO such as the water Supply User’s Committee |
| Capacity Building | * Plan, design and management of capacity building activities i.e. Training, Mentoring, coaching. * Expertize on capacity building of staff, local implementing partners & their staff. * Capacity building of government representative. |
| Partners Management | * 5 years of experience on Partners management * Currently managing 5 local implementing partners in Dhading and Gorkha |
| Proposal Development and Technical Writing | * 5-year experience to support on proposal development. * Expertize on writing technical paper. * Expertize on different report preparation including donor writing. |
| Coordination and Representation | * Good skill on coordination with local government and government organisation. * Influencing capacity on Government fund mobilization in implementing project to ensure government ownership and sustainability of program. * Skill to lead program aligning government priority. |
| MEAL – related competencies | * Expertize on Baseline, Mid line and end line survey (Questionnaire development, survey, analysis and report preparation) * Skill on preparation of WaSH program logframe * Experience in evaluation of program * Preparation of MEAL plan and implementing throughout project cycle management. * Transparency and set up feedback mechanism at community |
| Occupational Health & Safety and Safeguarding | * Training to staff, partners staff and community on occupational health &safety and safeguarding. * Establish health & safety mechanism at working place including construction site. * Establish safeguarding mechanism at partner level and community level. * Skill to establish occupational health, safety and safeguarding reporting mechanism. |

**EDUCATION**

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| 1. **Running Degree** |
| 1. **Master in Public Administration (Final Year),** Tribhuwan University (TU), Nepal |
| 1. **Bachelor in Law (Second Year), Nepal Law Campus,** Tribhuwan University (TU), Nepal |
| 1. **Completed Degree** |
| 1. **M.Sc. in Construction Management (Civil Engineering)**, Pokhara University(PU), Nepal |
| 1. **Bachelor of Civil Engineering,** Nepal Engineering College(nec), Pokhara University(PU), Nepal |
| 1. **Diploma in Civil Engineering** Baijnath Engineering College, Mahendranagar, Kanchanpur, Nepal |
| 1. **School Leaving Certificate**, S.L.C. Board of Nepal, Dewal Secondary School, Divyapur Dadeldhura |

**TRAINING**

* **Training on US Aid Compliance policy** organized by Oxfam GB
* **ToT on climate resilient Water Safety Plan** ( 5 days ) organized by DWSS and WHO
* **International Water Leadership training** (11 days) organized by Lee Kuan Yew School of public Policy, National University of Singapore from 8 to 20 July ,2018 in Singapore.
* **Project Management in Emergencies** (2 days) - RedR, India
* **Training of** **Trainer (ToT) on WASH (**4 days) - RedR, India
* **Environmental Health in Emergency (EHE)** (7 days) - RedR, India.
* **Emergency Need Assessment** (2 days) - Department of Water Supply & Sewerage (DWSS)/ UNICEF
* **Disaster Risk Management (DRM**) **in WASH** (2 days) - DWSS/UNICEF.
* **Water Quality** (4 days) - Kathmandu Upatyaka Khanepani Limited (KUKL)
* **Proposal Writing & Presentation Skill** (5 days) - IPTM, Nepal with Support of KVWSMB
* **Procurement & Contract Management** (5 days) - Kathmandu Upatyaka Khanepani Limited (KUKL)
* **Rainwater Harvesting** (3 days) - Kathmandu Valley Water Supply Management Board(KVWSMB)
* **Enhancing Office management** (2 days) - Kathmandu Valley Water Supply Management Board(KVWSMB)
* **Soil and Water Assessment Tool (SWAT)** (11 days) - Center of Research for Environment Energy and Water (CREEW)
* **Arc GIS** (1 month) - Glosoft pvt. ltd. New Baneshwor Kathmandu
* **Training on ‘Survey, Design & Estimate of Water Supply & Sanitation Scheme’** conducted by RVWRMP for 5 days.

**SKILLS**

**IT**

**Language**

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| --- | --- | --- | --- |
|  | Speaking | Reading | Writing |
| **Nepali** | *Excellent* | *Excellent* | *Excellent* |
| **Doteli** | *Excellent* | *Excellent* | *Excellent* |
| **English** | *Good* | *Good* | *Good* |
| **Hindi** | *Good* | *Good* | *Good* |

* Pack office (Word, Excel, PowerPoint)
* ARC GIS
* AUTOCAD
* Design Software of Water Supply Project
* Online MIS ( mWater)

**WORK EXPERIENCE**

**WaSH Team Leader (C2 level) -** Oxfam GB, Nepal- **October 2015 to present**

**Major Achievements:**

* + - * Emergency Response in Dhading and Gorkha achieving 50, 000 beneficiaries with WaSH program in Dhading and Gorkha. Total Budget managed under construction is NPR 145,000,000.00
      * Under PURNIMA, ensured safe access of water to 31,525 beneficiaries in Dhading and Gorkha through 63 WSS with budget managed under construction NPR 172,445,225.94.
      * Implementing more than 10 complex and large WSS in Dhading and Gorkha ( Lift and pumped with boring at hill area-more than 2000 m from MSL )
      * Manage maximum 6 direct staff per year and 5 local implementing partners per year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fiscal Year | 2015/016 | 2016/017 | 2017/018 | 2018/2019 (PURNIMA Lot1,2,3) | 2018/2019 (PURNIAM Lot 4) | Total |
| No of HH toilet constructed | 2000 | 2000 |  |  |  | 4,000 |
| No of WSS constructed | 28 | 24 | 22 | 63 | 18 | 155 |
| Beneficiaries of WSS | 15400 | 14958 | 7471 | 31,525 | 12126 | 81480 |
| No of Partners(NGO) managed | 3 | 3 | 3 | 5 | 3 | 5 |
| No of direct staff managed (Engineer /Public Health Officer) | 6 | 6 | 4 | Lead by local partners | 3 | 19 |
| Budget Managed ( Approx.NRs.) | 10,000,000.00 | 70,000,000.00 | 65,000,000.00 | 172,445,225.94 | 132,695,501.8 | 450,140,727.75 |
| Name of District program managed | Dhading | Gorkha | Gorkha | Gorkha and Dhading | Gorkha and Dhading |  |

**Responsibilities:**

1. **Under PURNIMA program (October 2017 to Present)**

* Prepare the WaSH program strategy for the program implementation in Dhading and Gorkha district. Prepare departmental logframe, WaSH program log frame.
* Lead WaSH program cycle management (Plan, Design, Implementation, Monitoring and evaluation) and ensure the quality delivery and sustainability of WaSH program considering the **value for money and no one left behind**.
* Technical Support and guidance to staff including partners for selection, design and estimate rural and semi urban water supply system (including Lift and boring at hill area) to address the need of vulnerable people.
* Prepare the WSS wise budget, Partners budget and Oxfam budget. Monitoring and tracking of budget expenditure to ensure Oxfam compliance and value for money.
* Finalize PGA with partners, disburse grant as per the monthly progress of partners.
* Support partners for the procurement process and supply chain management for construction materials.
* Support Partners for construction management, quality construction of rural and urban water supply system.
* Support partners to ensure occupational health and safety at working place including construction site of WSS.
* Support partners to ensure safeguarding at working place including construction site of WSS.
* Establish the reporting mechanism of occupational health, safety and safeguarding and maintain the log book for reported incident of safety
* Support to Partners for preparation of monthly, quarterly report and finalize different report including donor report.
* Ensure and use of IMS to conduct different assessment such as vulnerability and technical assessment, sustainability assessment of WSS i.e. mwater. Supervise, monitor and evaluation of program through using **mwater.**
* Capacity building of Oxfam and partners staff through coaching, mentoring, training and working together.
* Develop and implement capacity building program for local implementing partners staff, community and government representative.
* Performance management of Oxfam subordinate.
* Coordinate with different stakeholder including MM, DFID, NGO and government agency.
* Implement sanitation and Hygiene program to address need of vulnerable people.
* Support team for the Proposal writing of different WaSH program.

1. **Under Nepal Earthquake Response Program ( October 2015-March, 2018)**

**Programme Implementation**

1. To assess, plan, design and implement the most appropriate form water supply, sanitation and community health mobilisatoin, in consultation with the District Programme manager, PH Team Leaders and with guidance from the National WaSH Coordinator.

2. To support drafting of district WASH programme including budgets

3. To coordinate and oversee the district WaSH response being implemented through partners as a *WaSH Team Lead / Coordinator,* including both the hard ware (PHE) and the software (PHP) aspects.

4. To ensure integration of PHP and PHE teams as well as their coordination with EFSL, Gender/Protection and Shelter teams at programme design, implementation and monitoring stages

5. To report regularly, verbally and in writing to the District Programme Manager and in matrix to the National WaSH Coordinator.

6. The work will include management and administrative duties and co-ordination with other members of the project and with staff of other organizations at district level.

**Programme Approach**

7. To understand and select the most appropriate modality for assistance with a focus on working through partners, considering cash and/or voucher programming, and/or market based approaches.

8. To ensure that all WaSH activities are based on consultation with displaced families, coordination committees, host populations and other local government and non-government agencies.

9. To ensure that effective monitoring and evaluation techniques are followed for each project intervention, in line with national MEAL approach

10. To ensure that the quality of Oxfam’s work (including partners) is of a high standard,

11. To liase closely with the shelter and food security livelidhood’s teams throughout the planning, design and implementation stages of the Nepal earthquake response – thus ensuring a multisector and integrated response at district level.

12. Gender/Protection/ Safe programming lens, from design, implementation to monitoring

**Capacity Building, Preparedness and Continuation**

13. To identify capacity building needs and formulate and implement capacity building plans for district teams and Partners in consultation with National WASH Coordinator. which may involve conducting training. This includes briefing Oxfam staff and Partners on Oxfam’s WaSH principles and practice.

14. Develop work plans with staff and Partners to ensure effective implementation of the programme in different phases as required ( Early Recovery, Recovery, Reconstruction, Longer Term development)

15. In conjunction with the team leaders and National WaSH Coordinator, recruit additional WaSH staff or Partners at district level.

16. To ensure adequate stock of WaSH supplies at the ‘Strategic hubs’ as identified in the early phases of emergency in Hard to reach areas

17. To order equipment from Oxfam’s Supply and Logistics Department as required in consultation with the National WaSH Coordinator.

Coordination

18. To represent Oxfam with other NGO’s, partners and Government authorities where requested either at District WaSH Cluster/ DWASH CC platforms, coordination meetings, and technical working groups.

19. To communicate Oxfam’s WaSH activities for the 4W etc at district level.

20. To ensure integration of PHP and PHE activities with teams and activities for WASH, taking into account vulnerable livelihoods, gender and protection issues.

21. To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures and other regulatory codes (e.g. InterAction Field Co-operation Protocol).

22. Ensure that WASH work at districts aims to meet Minimum Standards and adheres to Oxfam’s emergency guidelines and protocols including Minimum Standards in WaSH and Core Humanitarian Standards.

**Public Health Engineer (D1 level) -** Oxfam GB, Nepal– May – September 2015

**Responsibilities:**

* To carry out the selection, design and construction of Water Supply system, using ground water or surface water, including abstraction, storage, treatment and distribution for new system or rehabilitation of existing systems.
* To select, design and implement the most appropriate form of sanitation system, in consultation with beneficiaries, which include excreta disposal, refuse disposal and drainage.
* To lease closely with the public health promotion team throughout the planning, design and implementation stages of the public health engineering program. Hygiene promotion is a vital element of such public health engineering program.
* To assess emergency needs, as requested, specially taking in the broader perspective of public health.
* The work will include management and administrative duty and coordination with others members of the project and with staff of other organizations.
* To report regularly, verbally and in writing to the public health engineering team leader and to represent OXFAM to other NGO, agencies and government authorities where requested.
* To order equipments from OXFAMs’ purchasing department as required. Occasionally to organize local purchasing and to keep accounts.
* Ensure all activities are carried out with full consultation with communities specially women & ensure all facilities or approaches do not put women or vulnerable groups at risk.
* Responsible for assessment of local partner (NGO), review the technical & financial proposal submitted by NGO & select the NGO based on the their capability.
* Monitor the activities of the partner (NGO), Support to enhance the capacity of partner (NGO) & subordinates.
* Coordinate to the stakeholder i.e. governmental agencies, WaSH cluster I/NGO & others development partner.
* Responsible for the quality control of the construction activities lunched by OXFAM.
* Responsible for integrating the Emergency Food Security & Livelyhood(EFSL), gender, protection and diversity issues in public health promotion program activities.
* Responsible for public health issues for displaced communities, and returning communities, and sensitivity to the needs and priorities of disadvantaged populations.
* Responsible for conduction of training & counterpart development.
* Responsible for strong communication and negotiation skill and the ability to influence and inspire confidence in others in diverse working environments.

**WASH Engineer –** Kathmandu Valley Water Supply Management Board (KVWSMB), Ministry of Urban Development, Government of Nepal Kathmandu, Nepal – **December 2012 to April 2015**

**Responsibilities:**

* Responsible to work in close coordination with WASH Cluster /WASH cluster members, GO, I/NGO & other development partners regarding the water security in Kathmandu.
* Lead the WaSH preparedness plan for emergency.
* Plan, design & estimation and construction management of urban water structures.
* Leas Procurement and supply chain management of construction materials.
* Monitoring & Supervision of services provided by the KUKL.
* Monitoring of Melamchi Sub-Project 2 construction work.
* Monitoring of Private tanker's services & water quality.
* Enhancing & implementation of Rain Water Harvesting & ground water recharge activities.
* Monitoring the ground water depletion rate.
* Work in the sector of disaster Risk reduction (DRR) & climate change Adaptation (CCA).
* Actively participate & contribute on WASH Contingency Plan 2013.
* Monitor the Technical activities lunched by KUKL.

**Technical officer -** GREAT Nepal Pvt. Ltd. funded by Renewable Energy Project **(REP)/** AEPC – *January 2010 to November 2012*

**Major achievement**

* **Lead to Design, estimation and Construction supervision and Monitoring of 32 solar pumping water supply system reaching more than 11200 beneficiaries**

**Responsibilities:**

* Responsible to conduct Engineering survey, Design, Estimate of Solar pumping water supply pumping project (32 no).
* Responsible to help subordinate to carry out his/her duties in the different phase of the Solar water supply project & responsible to guide the subordinate to conduct survey, Design, estimate of supervise construction activity of solar water supply pumping project & mobilize the community in all phases of the project activities.
* Responsible for preparing the work plan of Development & Implementation phases of the solar water supply pumping project, which should be compatible with the overall work plan of the project.
* Involve in Community Action Planning process especially in solar water supply pumping project layout plan, environment protection regarding construction and local material collection.
* Responsible for technical option of component of solar water supply pumping project.
* Conduct the environmental survey of the solar water supply pumping project with the involvement of concerned communities.
* Responsible to make the community aware of required local material for the construction & their contribution in terms of man-day per household.
* Help to the community to prepare CAP (Community Action Plan) & work plan of the implementation period of solar water supply pumping project.
* Check the quality of the local & non-local materials used in the solar water supply pumping project.
* Responsible for supervision of the total construction work of implementation phases of the solar water supply pumping project.
* Take full responsibility in quality construction work done in the solar water supply pumping project. Quality of the construction should be maintained as per engineering standard.
* Responsible for transfer the knowledge and technical skill to the subordinates.
* Preparation of the Monthly / quarterly / Annual report of the solar water supply pumping construction activities.
* Coordination with related stakeholder about the progress of project.

**Technical Supervisor/ Field Coordinator -** Development & Environment Conservation Centre (DECON-Nepal), Kathmandu, Supported by Community Based Water Supply & Sanitation Project and Fund Board – **March 2007 to December 2009**

**Technical Supervisor / Field Coordinator –** Multi- purpose Development Society, Dadeldhura, supported by Community Water Supply & Sanitation Project – **November 2005 to March 2007**

**Major Achievement**

* **Led to supervise construction of 52 rural water supply systems in Dadeldhura, Bhajnag, Darchula and Achham District reaching more than 20,000 beneficiaries**

**Responsibilities:**

* Responsible to assist community technician (CT) to carry out his/her duties in the different phase of the project & responsible to guide the CT to conduct survey, supervise construction activity & mobilize the community in all phases of the project activities.
* Mainly responsible for preparing the work plan of Development & Implementation phases, which should be compatible with the overall work plan of the project.
* Involve in Community Action Planning process especially in scheme layout plan, environment protection and local material collection & in community's cost & lab our contributions.
* Responsible for measuring the identified source in dry season & also identified alternative source.
* Responsible to carry out water quality test of the proposed source.
* Responsible for technical option of tap-stand, structural design of RVT, BPC & it's cost implications.
* Conduct the engineering & environmental survey work with the involvement of concerned community & CT (community Technician)
* Preparation of the design, drawing & cost estimate of the scheme as per community choice & technical feasibility
* Responsible to ensure site, elevation for the construction of intake, RVT & tap-stands & should also fix the alignment transmission & distribution as per drawing and map.
* Responsible to make the community aware of total amount of required local material & their contribution in terms of man-day per household.
* Help to the community to prepare CAP (Community Action Plan) & work plan of the implementation period.
* Check the quality of the local & non-local materials. Quality of the material checked as per the guidelines of CBWSSP. Without quality certification, materials should not be used in the WSS scheme.
* Responsible for supervision of the total construction work of implementation phases. Take full responsibility in quality of construction work done by them in the scheme. Quality of the construction should be maintained as per engineering standard & standard set out by the CBWSSP.
* Responsible for transfer the knowledge and technical skill to the subordinates and respective groups for the following software component of CBWSSP.
  + Sanitation Revolving Fund (SRF)
  + Household health promotion and latrine construction.
  + School health promotion and latrine construction.
  + Household and village environment sanitation.
  + Preparation of skilled VMW (Village maintenance Worker)
* Technical option and design of latrines and water supply system.
* Capital contribution and O&M fund.
* Community mobilization, Local material collection and nun-local material s procurement, transportation, storage and supervision.
* Preparation of design estimate of institutional latrine according to the community choice and norms of CBWSSP.
* Supervision of public latrine and household latrine construction work at the development phase as well in the implementation phase.
* Responsible to participate in the meeting with CWSSO/DDC at the time of technical report presentation.
* Responsible Survey, Design, Cost/Estimate, Supervision and preparation of the complication report of the following water Supply & Sanitation Project,

**REFEREE**

1. **Vijay Raj Pant** – Program Manager, Nepal Earthquake Response Program, OXFAM in Nepal, Cell no: +977-9851147952 │skype: vijay.raj.pant

E-mail: [vpant@oxfam.org.uk](mailto:vpant@oxfam.org.uk)

1. Dinesh Bajracharya, Ex. Head of WaSH and water Governance, OXFAM in Nepal, Kathmandu

Mobile: +977 9843277252

skype: dinesh.bajracharya **|** Email: bajracharyaster@gmail.com

**13. CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge & belief, this Bio-data correctly describes my-self, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Yes No**

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**SIGNATURE ………………………….**

**DATE OF SIGNATURE – 02, October 2019**