**Personal Resume**

**MR. SHIV RAJ JOSHI**

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**Personal Details:**

**Date of Birth** : 3th December 1977 (28th Mangsir 2034 B.S.)

**Permanent Address** : Dilasaini VDC – 1, Baitadi, Nepal

**New Residential Address** :Chatakpur-3, Dhangadhi, Kailali

**Academic Attainment:**

* Master degree in **Economics ongoing from Dr. Ram Manohar Lohiya University**, Ayodhya, UP., India
* Master’s Degree in **Humanities and Social Sciences,** **Population Study (Demography)** from **Central Department of** **Population Study** (CDPS), Tribhuvan University, Nepal in 20004. (Attained first division)
* Bachelor’s degree in **Population** from Tribhuvan University in 2001.
* Intermediate in **Humanities (Mathematics, Economics)** from Tribhuvan University in 1998.

**Language proficiency:** Nepali, English, Hindi, and Doteli (a Nepali dialect)

**Work Experience Record:**

**Position- Social development Specialist/Sociologist (Planning & Supervision)**

**Building Climate Resilience in Watersheds of Western Mountain Eco-Regions Project BCRWME/GON/CIF/ADB/NDF Funded (PMIC), Dadeldhura**

**FROM September, 2015 to September, 2018**

**Activities Performed:**

* Develop a strategy that includes structures and mechanisms for participation of women, socially excluded and other key stakeholders in public project information dissemination meetings, scheme planning and preparation consultation meetings, and focus group discussions for scheme verification at the VDC level.
* Provide support, guidance for selection, orientation and specific training of the subproject COs. Prepare a simple task description for these COs, monitor their activities and make the necessary adjustments in their TOR including required follow up orientation and training.
* Provide overall guidance and templates/detailed procedures and regular technical support to FTTs in the field and FTTs in organizing meetings/consultations and in the implementation of the strategy while disseminating information on the project and the scheme selection criteria;
* Inviting ward citizen groups to propose schemes related to water source protection and storage development for drinking water, irrigation and livestock use at the VDC-level that meets the needs and priorities of women, dalits and other socially excluded groups; and conducting focus group discussions at community level for scheme verification and preparation giving due attention to all the issues that may arise (water rights, gender equality, caste discrimination, inclusion of disadvantaged groups, inclusion of negatively affected non-beneficiary households, land acquisitions.
* Prepare protocols for social safeguard monitoring.
* In close collaboration with the GIS/MIS specialist develop an appropriate M&E strategy and plan including the flow of information, structure of data to be collected, impact indicators disaggregated by sex and ethnic/cast groups and guide the development of a computerized, internet based, MIS/M&E system.
* Facilitate the flow of information in to the MIS including training of the responsible government and TA staff for data entry in to the MIs and data retrieval from the MIS
* Assist in the review of proposals from communities for source protection and storage development and the preparation of a short list for scheme verification.
* Assist with the review of the scheme verification data and the selection of schemes for further study and preparation. Ensure the selection criteria related to required collective community actions, which incorporate GESI, are adhered to.
* Identify water related rights and management issues related to the proposed improvement of water sources and water storage. Identify any disputes, gender and social inequities related to the proposed schemes and facilitate to resolve them before selection of the scheme for detail survey.
* Identify the need for land acquisition for the proposed measures and discuss arrangements with the beneficiaries for such acquisitions including women, FHH, poor and socially excluded.
* Guide the FTTs in framing the discussions and agreements on beneficiary contribution and organization/responsibilities for future O&M of the infrastructure and the catchment protection area.
* For scheme preparation guide and supervise the FTTs in conducting focus groups discussions and collect the socio-economic data required for evaluation of the economic viability of the proposed scheme. Assist FTTs in entering the collected socio-economic disaggregated data in the automated web base scheme preparation system.
* During the construction of subproject, guide and supervise the FTTs in all matters related to the mobilization of the CDGs—formation, their contribution, and in scheme implementation.
* During the post construction period assist the FTTs in the formation of catchment management and O&M committees and in developing management plans.
* Ensure that women and socially excluded are proportionately represented in these sub committees and are trained and involved in the preparation of the plans.
* Assure that women, female heads of households, and other DAGs have equal access to water storage facilities and equal benefits from other measures such as increased fodder production.
* ODK data collection and SPPR preparation in planning related task.
* Assist ADB staff and consultants to update project appraisal documentation in participation, communications, involuntary resettlement / land acquisition, gender, and indigenous peoples.
* Other tasks as directed by the Team Leader.

**Position: FFNV Monitoring & Evaluation Officer**

**Good Neighbors International/WFP Nepal (Education and Protection and Food for New Village project- Doti)**

**Funded by KOICA/ROK/UNWFP**

**Year:**  April, 2013 – September 2014;

**Main Project Features:** Education & Protection, Food Security, Livelihood, Health, Hygiene and Sanitation & strengthen local governance through new development intervention with Holistic Community Development Approach.

**Samalundon (Integrated Community Development) Model “ZERO HUNGER” Project (KOICA/WFP)**

**Activities Performed:**

* Developed a system to ensure that the program planning, including quantitative and qualitative data, inputs and targets is aligned with the overall program log frames with other types of M&E indicators.
* Synchronize the baseline survey data and follow on M&E programme activities on regular basis.
* Involve in monitoring and capacity building of partner NGOs, PMC/CDC.
* Prepared log frame, M and E Matrix, result frame work and developing forms and formats for monitoring and evaluation of Holistic community Development Approach (Livelihood, Education & Protection, Infrastructure, Health & Sanitation, and Local Governance) projects.
* Monitored development and implementation of community mobilization set of activities to strengthen community-based school management structures, project staffs capacities and implement children sponsorship grant, School Improvement Plans (SIP) and other strategies to promote <12 yrs. children age education access and quality;
* Facilitate and manage all capacities building orientation/trainings for SMC grant recipient, community forums and institutions/individuals;
* Attend meetings of relevant agencies at district level to ensure coordination of communications together with SMC/PTA, local government and Education Development and Coordination Unit, District Coordination Committee (DCC) to ensure and monitored community mobilization works at field;
* Attend classes of training teachers at primary as well as secondary level and proven knowledge and skills in Active learning, child-centered and inclusive methodologies.
* Provide technical and professional supports to promote to the partners project team and develop the capacity of school/resource classes’ teachers and other activities.
* Create and maintain softcopy and hard copy of M&E procedure manual.
* Monitor Health post renovation activities and Sexual and reproductive health activities in the project.
* Develop understanding among various stakeholders of the status of district in achieving the SDGs.
* Deliver the Basic Healthcare Service orientation across all health facilities by promoting with collaboration local governance.
* Organize and coordinate lessons learnt workshops/review of programme work plan with partner and facilitate documentation reporting of assessment and programme data.
* Represent GNI in meetings and other key events at local and district and centre level.
* Follow on monitoring and evaluation exercise for various initiatives in the implementation partner NGO with report writing and the requirement of World Food programme (WFP) to ensure compliance.
* Support/guide partners in collecting and analyzing information in line with the plan and prepare reports.
* Support FFNV Expert/PM to prepare POA, and Annual Operating Plan (AOP) of the program in coordination with partner organizations.
* Assist in designing, compiling and disseminating routine monthly, quarterly and annual data reports and other ad hoc reports.
* Coordinate and manage baseline and impact studies, oversee baseline and impact studies activities.
* Support the organization of periodic review and reflection workshops and learning events to review program outcomes and strategies.
* Synchronize the implementation of baseline surveys, follow-on monitoring and evaluation exercises for various initiatives in the implementing partner NGOs.
  + Work in rural community setting and cross-cultural environment.
  + Collaborate in a team as well as working along with strong analytical skill, experience in quantitative/qualitative research, and statistical analysis.
  + Support Manage and Synchronize the CFA (Cash for asset Records and Activity)
  + Statistical data analysis of the Progress/program etc.

**Positions Held:** Master Trainer cum Supervisor; (Intermittent)

**Human development Social Protection project (HDSSP).**

**UNCDF** / **MOLD/LGCDP/HDSSP; - DMI Nepal Ltd**.

**Location: FW-DDC, Kanchanpur & Daeldhura**

**Year:** June to July 2012;

**Activities Performed:**

* Deliver orientation program at VDC level (12 days for four VDCs)
* Conduct community sensitization program (16 days for 18 wards)
* Deliver orientation program at DDC level (4 days for two DDCs)
* Carry out administration work in VDC level orientation program and community sensitization. (attendance of participants, payment and receive receipts of training allowance payment and refreshment)
* Prepare training reports.
* Monitor and reporting the HH registration Process and Training/ Guide the Enumerators for HH registration process.
* Deliver orientation about Governance of Social Protection: The Role of Local Government (HDSSP), Human development indicator and Social protection in Nepal.
* Deliver orientation about modernizing payment systems, social accountability and capacity of local government to identify the poor.

**Positions Held: Social Scientist/ Social Specialist/ M&E Specialist**; (Intermittent)

**Environmental & Technical Audit Study of Batch Vii Schemes;**

**RWSSFDB / World Bank; Udaya Consultant**

**FW District Nepal;**

**Year:** June to August 15, 2012;

**Activities Performed:**

* Responsible for preparatory activities ;environmental & technical backstopping, check and monitor logistics arrangement, and internalization of consulting activities with the Client; check & cross check secondary information, and initial analysis;
* Consolidation of all documents and verification; development of survey tools and preparation work plan; conduction of training programmes to the field team; field testing of survey formats and refining; making field visits to monitor Field team’s work and also backstop the field team; and validating all findings, identification of range of variation and prepare synthesized reports.

**Positions Held: Sociologist / Social Scientis/ M&E Specialist**; (Intermittent)

**Sustainability Study of Infrastructure Sub-Projects Implemented in PAF Assisted Districts;**

**PAF / World Bank; (15 schemes)**

**Jumla and Mugu;**

**Year:** December 2011 to May 2012;

**Activities Performed:**

* Responsible for developing survey tools (questionnaires / checklists) and formats to obtain the required information for the study in the respective areas;
* Guide and assist Field Survey Staff to collect qualitative information using participatory approach; and making field visits to provide support and technical backstopping to the field team as and when required.

**Positions Held: Social Scientist/M&E Specialist; (Intermittent)**

**Rural Water Supply Schemes of VII, VIII and IX Schemes (Package – II, Eastern) financed by World Bank;**

**RWSSFDB / Udaya/ERMC Consultant and Individual Consultant**

**Year:** March 2008 to January 2012; **:** Eastern and Western Development Region of Nepal;

**Activities Performed:**

* **Compliance and Process Monitoring and Evaluation Study of Batch VII Implementation Phase Schemes (2nd and 3rd Payment), (45 schemes),** verification of information, field verification, assessment of quality of construction materials, verification of compliance to the respective phase contract assessment of the quality of inputs and outputs related to the respective contract with the evaluation of process involved in implementation of various community action plan (CAP) (A1 to A14) activities in the implementation phase.
* **Compliance and Process Monitoring and Evaluation of Batch VII & VIII Development Phase Schemes (2nd & 3rd Payment), (30 schemes)** of the compliance to the respective phase contract as per the contract, assessment of the quality of inputs and outputs related to the respective contract with evaluation of process involved in implementation of various CAP (A1 – A14) activities in the development phase.
* **Name of Assignment or Project:** Socio-economic study and prepare profile of Project under DWSS/SSTWSSP financed by ADB;

**Position Held: Social Development & Safeguard Specialist** (Intermittent)

**SSTWSSP / ADB; ERMC**

Baitadi, ShivNagar- Dhangadi and Bhasi- Bhimdutta, sukhad (in March- May, 2012 ) Nepal

**Year:** June 2010 to August 2010; & 2012 March- May

**Activities Performed:**

* Guide, advice and Support the survey team for socio economic analysis of HH survey record.
* Organized mass meeting and disseminated the role and responsibilities of stakeholders, work procedure, cash flow for water supply management and calendar of operation etc.
* Recruitment of Enumerators;
* Organized a two days orientation to prepare the Enumerators to conduct survey with prescribed format of questionnaire, method of interview, code of conduct for interviewing compilation of the information in different interest, socio-ethnic, women group and others.
* Visit the WSS schemes to Supervise the works done by WUSC and survey teams, and provide guidance to them if necessary.
* Identify the cluster areas and social mapping, Wealth being ranking, and sanitation activities.
* Identify sewerage system, treatment plant of water Scheme area, point out the resources, reservoir site, junction point and nodes.
* Social screening of survey records, social mobilization, social safeguards, prepare of short resettlement action plan, land acquisition and R& R Plan.
* Work as Socio-Economist in field as well as in office to analyze and compile the resourceful report with environmental protection law and ADB policy and guidelines on social, gender and environmental assessment.

**Positions Held: Regional Gender and Social Development Specialist; (Intermittent)**

**Community Based Water Supply and Sanitation Project,**

**Regional and District Level Monitoring Consultancy Services (Package iv) (ADB Load No. 2008 NEP(SF);**

**CBWSSP, DWSS/ADB; ERMC/MULTI JV**

**Jumla District;**

**Year:** March 2009 to March 2011;

**Activities Performed:**

* Assist the WSST to disseminate promotional materials, conduct training programs on GCE awareness and methodologies to ensure full and equitable participation by gender, castes, and ethnic minority.
* Review subproject/ scheme planning, development, implementation, and post project activities to ensure that at each step GCE addressed.
* Help build the capacity of the gender and community development officers by backstopping support to achieve the key tasks as required.
* Act as per the GCE monitoring indicators and processes to be used as part of the PPMS.
* Liaise with the Empowerment of Women Project and Poverty Alleviation Project to develop possible linkages with this project and the women in community to ensure their access to literacy, micro credit, and other services.
* Assist to identify qualified NGOs with experience in community mobilization in Rural Water Supply & Sanitation, Hygiene Education.
* Visit the WSS schemes to supervise the works done by WUSC and NGOs, and provide guidance to them if necessary.
* Review all training programs under the project to ensure they are gender sensitive, and conduct GCE awareness seminars for DDC and WSST Staff.
* Visit WSS schemes to review the socio-economic sample data collected by NGOs from different subprojects to identify the poverty level, advise them to rectify if necessary.
* Visit WSS Schemes, monitor community awareness program, health and hygiene activities, training activities, sanitation and latrine construction activities, use of revolving funds, and thus verify the bills submitted by WUSC and recommend for payments.
* Preparation of trainings materials & conduction of following major trainings programme;
* Leadership training for WSUC, CW, VMW and VHP (6 days).
* Health and Sanitation Training for VHP, Tap stand, Group, Women’s Group, Sanitation Mason and VMW (3 days).
* School Teacher Training for School Teacher on Health and Sanitation (3 days).
* Student training for school student and child group (3 days).
* Sanitation training for sanitation Mason (10 days).
* CAP- SARAR and Community Action Plan, PHAST training for CTs, CWs, SS/FC (6 days).
* Conflict Management Training for CTs and CWs (3 days).
* CAP and SARAR, Gender and Social inclusion training for CTs, Cws and FC/SS (3 days).
* VDC, DDC and Stockholder Orientation training (3 days).
* Preparation of monitoring and evaluation, trainings and project design & feasibility reports.
* Work as a Social Development Consultant for Preparation of ACR (Assignment Completion Report of Batch I (Dadeldhura, Baitadi, Kapilbastu, Pyuthan) Batch IV (Darchula, Dailekh, Dolpa, Salyan) Batch V (Gulmi, Kalikot, Dang, Jumla, Mugu) Districts in MULTI Office

**Position Held: Social Development Expert (Intermittent)**

**RVWRMP / HELVITAS NEPAL**

**Water Use Master Plan (WUMP) for 3 VDCs of Bajhang District.Bajhang District.**

**Activities Performed:**

* Coordinate field team, VDC/DDC, WRMC/ WRMSCs, Social Organization (SO team), Community Mobilizer and Rural Village Water Resources Management Project (RVWRMP)-DDC team.
* Formation of excluded Water Resource Management Sub Committees (WRMSCs) of Masta VDC.
* Facilitation and brief of program of WUMP preparation step with VDCs, WRMC/ WRMSCs and community people.
* Conduct Capacity building Training (CBT) for WRMC and WRMSCs.
* Responsible and conduct social assessment, social /resource mapping, Need Identification, wealth being ranking, correction and finalize of social data collected by CM and SO team.
* Cluster wise division of household based upon using water source.
* Conduct WRMSCs level planning (prioritization of NI plan) with participatory approach.
* Visit to water resources area (Mul, Khola, Kholsi), landslide area, irrigation canal, forest, pond etc.
* Prepare, analyze and compile socio- economic WUMP Book.

**Position Held: Field Researcher (Intermittent);**

**WFP Nepal Project for Food Security**

**NDRI/WFP Nepal;**

**Bajhang and Doti, Kathmandu, Kailali,**

**Year:** February 2007 to November 2008; Jumla in june 2010;

**Activities Performed:**

* Coordinate with local NGO, other team members, and community people/organizations for field surveys, data collection and compilation for its various social development projects etc,
* Co-ordinate with team members and local partner in organizing dissemination workshops,
* Support project coordinator in various aspects of project works,
* Poverty Survey and selection of project area, social mobilization for selection of schemes (irrigation & IG), feasibility and design
* conduction of trainings and monitoring of community level activities
* Assist to prepare progress, financial & final report of the Projects.
* Support ED, Coordinator (Policy studies) for project proposal, documentation and management of projects and for preparation of resourceful report.

**Position Held: Planning Associate/District Coordinator**

**PRP/Overall Monitoring and Evaluation, Participatory Planning of**

**National Planning Commission /NDVS/ District Development Committee, MOLD DDC.**

**Darchula & Doti Districts**

**From January 2005 to January 2007**

**Activities Performed:**

* Support LDO and other key staff of DDC for participatory planning; conflict management and social security trainings, formulation and piloting different program and review of DDC program.
* Facilitate meetings at both DDC level and subjective areas.
* Log frame tracking and measure output outcome of DDC programs, result frame work of different subjective areas, report writing, progress sharing and review meetings.
* Support to division of work plan of SO and CBOs and correction and finalize of social assessment and survey data collected by them.
* Support vital registration section for vital registration of Birth Death and migration record of DDC.
* Strengthen Civil Registration and Vital Statistics (CRVS) system(s) in DDC data in computerized system and in webpage.
* Conduct and involve in PRA, RRA training of DDC related different development plans and programs.
* Preparation of micro-finance plan, implement the micro-finance activities and monitor.
* Assist regular monitoring and supervision of ongoing micro-irrigation and rural water supply.
* Perform as human resource development center (HRDC) focal person at DDC for coordinating and facilitating CBOs/ NGO/INGO to streamline their programs in line with goal and objectives of district perspective plan.
* Assist in identifying and organizing training activities, meetings and seminars in connection with the various Program activities in DDC.
* Guide, supervise and monitor local level technical unit volunteers, which comprise sub-overseers, ANMs, AHWs, JTAs and Social Mobilizers etc.
* Conduct and Involve in PRA, RRA training of DDC related different development Plans and Programs.
* Assist regular monitoring and supervision of ongoing program interventions.
* Assist to prepare DDC related information bulletins and District profile.
* Facilitator of DDC for Coordination between other Developments collaborates.
* Conduct 3 days Social Mobilization training in DDC with support other development professional staff of district for Capacity building of local level NGOs.
* Orientation on Civil Registration and Vital Statistics (CRVS) system(s) in line agency staff (VDC secretary, Health post, ward chair and members).
* Conduct 5 days Women Empowerment related training in DDC with support of other professional staff of District.
* Support Planning Section for preparation of monthly; half yearly & yearly progress report of DDC.

**Position Held: Monitoring & Evaluation Officer/Communications Officer**;

**Health, Empowerment, and Education Project**;

**SEBAC Nepal**

**Different district of Far Western Development Region;**

**Year:** July 01, 2001 to May 31, 2003;

**Activities Performed:**

* Prepare project documents, log frame and indicators.
* Prepare different documents, form and formats, checklists and extension materials for awareness programs mainly in Health hygiene, Education and protection, social inclusion and women’s empowerment issues.
* Formation groups, conduction of trainings and monitoring of community level activities
* Monitoring and supervision of Institutional activities.
* Monitoring capacity building and training on reproductive health and empowerment activities in target group.
* Coordination networking and supporting partners and other stockholders on program activities.
* Etc.

**Training/Workshops Attended:**

* A two-day **orientation program on BCRWME** for the second batch of Mobile Field Technical Team, BCRWME Project Management Unit (PMU)/NDF, 2015).
* Orientation on 2 days on **Monitoring and Evaluation Systems on Food Security project** Interventions by GNI/WFP in March, 2013.
* Orientation on 5 days TOT on **Social Protection Pilot** Project **LGCDP/HDSSP/UNCDF in** June, 2012.
* Orientation on **Sustainability Study** of RWSSFDB Schemes, 2012 (2 days).
* Training on **Survey Methodology** (Three days) organized by Advocacy Forum/ICTJ, May 08-10, 2007.
* Workshop on **Transitional Justice Mechanisms** (one day) organized by Advocacy Forum/ICTJ, May 31, 2007.
* Training on **Food Security Monitoring and Analysis System/** PRRO (Two days) organized by (National Development Research Institute) NDRI/ UN WFP Nepal, Sep.23-24, 2007.
* Workshop on **Sustainable Human development** (one day) organized by **Building Capacity to Promote Human Development Program NPC / UNDP**, December 2005.
* Workshop on **Human Development Indices** Calculation (one day) organized **by BCPHD/UNDP**, Dec., 2005.
* **Planning and development** training (four days) organized by NPC/NDVS October 2005.
* **Logical Framework Approach (i) & (ii)** Training organized by NPC/UNDP/NDVS, October 2005.
* **Natural resource management** workshop (two days) organized by IUCN, Doti, Nepal, September 2005.
* **Planning related refresher training** (four days) organized by NP//NDVS, June 20005.
* **Planning related orientation** (three days) organized by NPC/UNDP/NDVS, January 2005.
* **Population and development** training (15 days) organized by Ministry of Population and Environment- MOPE, October 2004.
* Trained on basic computer handling mainly in MS word, MS Excel, DBMS, Access, SPSS PowerPoint, Email-Internet and other MS Office processing.
* Proficiency in computer-based statistical packages and **Data management tools** (ODK, Access, Stata, SPSS, etc.)
* Good understanding of complex socio-culture issues gender, population and development program.

**Research Activities:**

* Successfully completed survey research on **Transitional Justice Mechanism of different Armed/conflict Victim** People on Kanchanpur District conducted by Advocacy Forum/ICTG Nepal.
* Successfully completed Survey research / **WFP Nepal Projects** for Food Security Monitoring and Analysis System/Protracted Relief and Recovery Operation (PRRO), Migration and remittance during crisis, A Study on Soaring Food Prices and its Impactsin Kathmandu & different VDCs of Bajhang, Kailali, Doti & Jumla Districts Conducted by NDRI.
* Prepared three project reports on: **Population dynamics of Nepal, Women's situation in Nepal, Child situation in Nepal for partial fulfillment of Master's Degree in population**.
* Prepared and submitted a thesis on “**Knowledge, Attitude and Behavior on HIV/AIDS and STDs among some selected adolescent school student"** - A case study based on Kanchanpur District for the partial fulfillment of Master’s degree in population.
* Involved as a Field Researcher in Survey on **Domestic Violence against Women in Doti District, organized by CDPS/CPR**T for The Asia Foundation, November 2003 - February 2004.
* Experience of field research on ‘**DHS Survey, Nepal Living standard survey** primary as well as secondary sources.

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this bio-data correctly describes my qualifications, my experience and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Signature:

Applicant: **Shiv Raj Joshi**

**References:**

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