***CURRICULUM VITAE***

***Name: Shiva Prasad Adhikari***

*Permanent address: Neelakantha Municipality-3, Sugam Tole, Dhading, Nepal*

*Temporary Address: Team Leader, United Mission to Nepal, Thapathali Kathmandu. PO Box 126, Nepal.*

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***A.*Career Objectives:**

* *To provide overall leadership and management of community Development projects i.e. regular, disaster response and Post disaster recovery programme,*
* *As a student of Natural Resource Management, Environment, Climate Change and Rural Development, I have an immense desire to work in the down trodden community to promote their livelihood with environment friendly and climate smart development and gender equality in every steps of life,*
* *I am Interested and committed to advocate on Human rights, the rights of women, marginalized and ethnic community where people are deprived from any type of opportunities, ignorant, innocent, disadvantaged, vulnerable and resistance changes,*
* *Seeking a position with a well-established organization where I can maximize my program development and other managerial skills,*
* *I am seeking a competitive and challenging environment, where I can serve your organization and establish an enjoyable career for myself,*
* *Make an attempts to contribute for attaining the Sustainable goals of development through action research and seeking various support from national and international agencies,*
* *Support to government organizations, NGOs, CBOs and needy community to develop proper plan both periodic and short term to achieve optimum outcomes,*

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| 1. **Professional Experiences: Order from current** | | |
| **Position-1** | **Geographical Location** | **Duration** |
| **Team Leader** – Dhading Disaster response Programme (DDRP), United Mission to Nepal | Head office Kathmandu and Dhading District, Nepal | 19 December 2015 to date |
| **Key Responsibilities;**   * Understand the disaster situation, provide consultative management and technical assistance oversight for DDRP team, and work together with the team to further develop the ongoing implementation plan; * Coordinate planning, quality implementation, monitoring and evaluation of all components of the DDRP within the agreed budgets, time frames, UMN and donor guidelines and requirements; * Develop and maintain regular communication and a positive working relationship with the District level line-agencies, regional government authorities, UN agencies, program partners, staff and other stakeholders to ensure adequate and transparent information dissemination and also represent UMN and local partners at relevant meetings * Ensure proper management and utilization of project resources through the use of appropriate management tools, best practices, and donor guidelines while complying with UMN and government regulations; * Provide and co-ordinate training opportunities and capacity support identified for DDRP team and local implementing partners; * Ensure that the implementation of the DDRP is consistent with UMN’s cross cutting policies and “Safeguarding children and vulnerable adults” policy. * Participate in UMN Learning Reviews, and other meetings as required; * Liaising with the Dhading Cluster Team, Thapathali based LPS, Technical and Corporate Teams for new opportunities, learning and programme design and also for consistency in planning, budgeting, implementation, reporting and monitoring and evaluation across the organisation. * Responsible for coordinating reporting and consolidating report as a whole to the line manager, PEC, Funding Team and Donors  **Decision Making;**  * Contribution in designing DDRP, plans and budget * Decision making in the implementation and running of DDRP * DDRP Team selection in coordination with relevant personnel  **Skills, Attitudes, Behaviours;**  * Seeking to model the UMN mission, vision & values * Good persuading & influencing skills, able to enthuse/motivate others * Social skills necessary to build effective working relationships with a broad range of people * Lifelong learner * Flexible in terms of work time, workload, work activities and travel. Able to thrive in a situation of change and uncertainty * Able to demonstrate sensitivity in diverse cross-cultural working environment * Knowledge of Do No Harm principles. * A good trainer, mentor, and coach and eager to build the capacity of others   **Dimensions;**   * Member of Programme Team * Member of disaster response team * Member of PEC * Work within the UMN structure and with UMN’s other teams to ensure an effective response * UMN’s primary point of contact for the DDRP and supports UMN funding team in liaising with donors. | | |

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| **Position-2** | **Geographical Location** | | **Duration** |
| **District Coordinator**- Nepal Climate Change Support Programme (NCCSP), GoN/UNDP | Kalikot and Kailali district, Nepal | | 21 October 2013 to  18 December 2015 |
| * Understand the local and national situation, provide consultative management and technical assistance oversight for NCCSP team, and work together with the team to further develop the ongoing implementation plan; * Coordinate planning, quality implementation, monitoring and evaluation of all components of the NCCSP within the agreed budgets, time frames, and donor guidelines and requirements; * Develop and maintain regular communication and a positive working relationship with the District level line-agencies, regional government authorities, UN agencies, program partners, staff and other stakeholders to ensure adequate and transparent information dissemination and also represent UNDP and local partners at relevant meetings * Ensure proper management and utilization of project resources through the use of appropriate management tools, best practices, and donor guidelines while complying with UNDP and government regulations; * Provide and co-ordinate training opportunities and capacity support identified for team and local implementing partners; * Participate Learning Reviews, and other meetings as required; * Liaising with the Technical and Corporate Teams for new opportunities, learning and programme design and also for consistency in planning, budgeting, implementation, reporting and monitoring and evaluation across the organisation. * Responsible for coordinating reporting and consolidating report as a whole to the line manager, Funding Team and Donors | | | |
| **Position-3** | | **Geographical Location** | **Duration** |
| **Program Manager**- USAID supported Initiatives for Climate Change Adaptation Project (ICCA), World Vision and Heifer Int’l funded Livelihood Improvement Projects, ADRA Australia funded Leadership and Good Governance and DRR project. | | 9 Project districts of projects (Dhading, Bhaktapur, Kaski, Syangja, Rupandehi, Kapilvastu,Nawalparasi, Dang and Rolapa | 3 years  (Jan 2011 to October 2013) |
| **Key Responsibilities:**   * Understand the local and national situation, provide consultative management and technical assistance oversight for RIMS technical team, and work together with the team to further develop the ongoing implementation plan; * Coordinate planning, quality implementation, monitoring and evaluation of all Projects of the RIMS Nepal within the agreed budgets, time frames, and donor guidelines and requirements; * Develop and maintain regular communication and a positive working relationship with the District level line-agencies, regional government authorities, UN agencies, program partners, staff and other stakeholders to ensure adequate and transparent information dissemination and also represent RIMS and local partners at relevant meetings * Ensure proper management and utilization of project resources through the use of appropriate management tools, best practices, and donor guidelines while complying with RIMS policies and government regulations; * Provide and co-ordinate training opportunities and capacity support identified for team and local implementing partners; * Organize and Participate Learning Reviews, and other meetings as required; * Liaising with the relevant I/NOGOs for new opportunities, learning and programme design and also for consistency in planning, budgeting, implementation, reporting and monitoring and evaluation across the organisation. * Responsible for coordinating reporting and consolidating report as a whole to the line manager, Funding Team and Donors | | | |

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| **C. Academic Qualification** | | |
| **Degree Obtained** | **University / College** | **Year** |
| Master of Arts (MA) in Rural Development | Tribhuvan University/ Centre Campus, Kathmandu Nepal | 2013 |
| PGD. In International Business Management | University of Gloucestershire/ Guildhall College, UK | 2010 |
| B. Sc. Forestry | Kumaun University/ DSB College, Nainital, India | 2004 |
| I. Sc. Forestry | Tribhuvan University/Institute of Forestry Hetauda, Nepal | 1995 |

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| **D.TRAINING/WORKSHOP/ ATTENDED:** |

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| **Training Title** | **Duration** | **Organizer** | **Venue** |
| Training course on **Mainstreaming Disaster Risk Reduction into Development Processes** | 5 days, 21-25 August 2017 | Asian Disaster Preparedness Centre (ADPC) | Bangkok, Thailand |
| Training on **Advance Strategic Procurement and Procurement Audits** | 3 days, 10-12 September 2019 | Management Association of Nepal | Kathmandu, Nepal |
| Training on **Understanding Climate Change, Vulnerability and Resilience** | 3 days, 26-28 August 2019 | Institute for Social and Environmental Transition (ISET) Nepal | Kathmandu, Nepal |
| **Project Management workshop** | 3 days, 19-21 September 2016 | United Mission to Nepal | Kathmandu, Nepal |
| **Outcome Mapping Training** | 4 days, 24-27 July, 2018 | United Mission to Nepal | Kathmandu, Nepal |
| Training on **Humanitarian Program Cycle and Accountability Standard** | 3 days, 7-9 September 2018 | United Mission to Nepal | Kathmandu, Nepal |
| Training on **Cash Transfer Programme (CTP)** | 4 days, 24-27 September 2018 | TEARFUND UK | Dhulikhel, Nepal |
| Training on **Enhancing the understanding of DRR governance and Humanitarian Standards for preparedness and response for future disaster** | 3 days, 13-15 December 2018 | TEARFUND UK | Pokhara, Nepal |
| Training on **integration of climate foresight in development planning** | 4 days, 28-31 October, 2013 | Nepal Climate Change Support Program (NCCSP)/UNDP | Dang Valley, Nepal |
| TOT on **Climate Change Adaptation and Gender Equality and Social Inclusion (GESI), its mainstreaming in planning process.** | 6 days | NCCSP/UNDP | NCCSP Kathandu, Nepal |
| Training on T**eam building, Social mobilization and Photo Monitoring.** | 3 days, 6-8 September, 2014 | NCCSP/UNDP | Dang Valley, Nepal |
| Training on **Monitoring & Evaluation and Communication** | 3 day, 8-10 October, 2014 | NCCSP/UNDP | Hotel Summit, Lalitpur, Nepal |
| **Fiduciary Risk Management, workplace harassment and abuse of authority and case story writing training** | 3 days 31 July to 2 August, 2015 | NCCSP/UNDP | Hotel Barahi, Pokhara, Nepal |
| **Logical Framework Training** | 3 days, 26 to 28 January, 2016 | United Mission to Nepal | Kathmandu, Nepal |
| International Training on **Project Planning, Proposal Writing and Resource Mobilization** | 5 Days, May 25-29, 2007 | Grassroots Institute India. | Kullu Manali, HP, India |

**E. Language Proficiency**

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| **Languages** | **Writing** | **Speaking** | **Reading** |
| English | Fluent | fluent | fluent |
| Nepali | Fluent | fluent | fluent |

**F. AFFILIATION**

* Cochair, Open Government Partnership (OGP), Neelakantha Municipality, Dhading, Nepal.
* Executive member, Nepal Netra Jyoti Sangh, Dhang Chapter, Nepal
* General Member: Nepal Foresters Association (A Professional organization of Nepalese Forester’s)
* Executive Member: Resource Identification and management Society (RIMS) Nepal

**G. REFERENCES**

1. Dr. Nastu Sharma Ph.D., Country Lead, Accelerating the Sustainable Control and Elimination of Neglected Tropical Disease.

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1. Dr. Thakur Silwal, Ph. D. Associate Professor, Institute of Forestry, Central Campus, Pokhara, Nepal

Email: [thakur.silwal@gmail.com](mailto:thakur.silwal@gmail.com) Mobile: 9856027224

1. Mr. Bishow Raman Neupane, Multi Sector Governance Director, Helen Keller International (HKI), Nepal

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**CERTIFICATION**

I, the undersigned, certify to the best of my knowledge and belief, these data correctly describe qualification, and my experiences.

Adhikari, Shiva Prasad Signed E:\SA_TL_Signature.tif

December, 2019