

# CURRICULUM VITAE

## MS. REKHA SHRESTHA SHARMA



**Address** : GPO Box: 21488, Gongabu - 9, Ganeshsthan, Kathmandu, Nepal  
**Interests** : Rural Development; Governance and Democracy; Gender and Justice; Action Research; Training, Monitoring and Evaluation.  
**Nationality** : Nepali  
**Date of Birth** : 23 February 1973  
**Telephone** : (+977-1) 4385439 (Home), 9841242277 (Cell), 4268681 (Office)  
**Email** : [rekha.shrestha@yahoo.com](mailto:rekha.shrestha@yahoo.com) , [rekha.shrestha@propublic.org](mailto:rekha.shrestha@propublic.org)

### PROFILE

*Ms. Sharma, National Facilitator of DG-BRIDGE, is married, energetic, dynamic, multi-dimensional Nepali woman, who does not sit in isolation. She is creative, inspiring, innovative, positive, determined and patient with a great sense of fun and committed to work with people. She is rich with over 10 years of cross-cultural and progressive experiences on participatory rural development; action research; training, monitoring and evaluation; gender responsive governance and democracy.*

### ACADEMIC QUALIFICATIONS

2003 - 2005 : Master's Degree of Arts (MA) in Rural Development, Padma Kanya Campus, TU, Nepal  
1996 - 1998 : Bachelor of Arts (BA) in Social Science, Padma Kanya Campus, TU, Kathmandu, Nepal  
1990 - 1992 : Proficiency Certificate Level in Arts, Padma Kanya Campus, TU, Kathmandu, Nepal

### WORK EXPERIENCES

#### February 2005 - Present: Training and Monitoring Officer

*Good Governance Project, Funded by Swiss Development and Cooperation (SDC)  
Forum for Protection of Public Interests (Pro Public), Kathmandu, Nepal*

##### Key Responsibilities

- Take a lead on overall training need assessment, design, plan and implement the training for stakeholders on governance, service delivery, public hearings, public auditing and Citizen Report Card.
- Organize intensive training, public hearing and public auditing program to improve service delivery and promote good governance in coordination with stakeholders.
- Represent GGP in official meetings, liaise with national and international stakeholders in Nepal, provide logistics administrative backstopping for meetings, workshops and related events and prepare reports and minutes as required.
- Conduct in house training, facilitate, monitor, evaluate and follow up the project field offices.
- Develop monitoring and evaluation plans, manage database and analyze data and contribute to advocacy campaign and produce monthly data statistics updates.
- Develop monitoring indicators, forms and formats for program monitoring and evaluation and training.
- Prepare training proposals, conduct training, workshops and report as and when required.

#### February 2004 - January 2005: Program Officer

*Peace and Development Program, NEPAN/SPDI/UNDP, Kathmandu, Nepal*

##### Key Responsibilities

- Support for institutional development and capacity building of CBOs and NGOs in peace, conflict transformation and financial management and reporting.
- Keep good rapport with various organizations including at Village Development Committees and District Development Committee levels.
- Advocate and lobby for participatory approaches in making duty bearers responsible, document the good practices and learning of the program around peace and development.
- Take responsibility for planning, implementation and monitoring of program and progress and report.

**January 2003 - February 2004: Gender and Development Officer**

*Society for Ecological Co-operation Alps-Himalaya (Eco-Himal), Austrian Development Cooperation, Arun Valley Project, Sankhuwasava, Nepal*

**Key Responsibilities**

- Develop guidelines for gender sensitive strategy in all aspects of project work like agriculture, health, education, natural resource management, income generation, co-operatives and capacity building.
  - Conduct gender-mainstreaming training to Community Development Committee (CDC) members and partners at district and community level.
  - Develop training materials to interlink gender issues in all project interventions.
  - Develop activity plan and gender indicators for support gender mainstreaming in all project intervention and performance evaluation.
  - Research, document and recommend gender responsive training to staff member.
- 

**October 2000 - January 2003: District Support Officer**

*District Health Strengthening Project, The British Council, (GON-DFID), Nepal*

**Key Responsibilities**

- Facilitate/conduct gender training at district level in coordination with district line agencies.
  - Support to facilitate project district level capacity building program.
  - conduct meetings, trainings related to women's health issues.
  - Facilitate marginalized community to enable them to form CBO & take forward development initiative.
  - Conduct field studies; identify partners to empower poor community for enhancing capacity to develop action plans and implementation.
  - Organize and facilitate gender workshops/seminars for NGO, VDC, DDC and community facilitators.
  - Integrate community voices in the district health system.
  - Responsible to manage day-to-day project administration and finance.
  - Involve in action research and Support to prepare progress report and keep documentation up to date.
- 

**March 2000 - September 2000: Administrative and Finance Assistant**

*Bhutanese Refugee Support Program (BRSP), OXFAM GB, Jhapa, Nepal*

**Key Responsibilities**

- Perform administrative, financial and logistic works; prepare financial report with UNHCR/Oxfam.
- Procure office goods and materials; supervise/support Driver and Office Assistant.
- Ensure books of account, meet standard with Oxfam's finance procedure to meet auditing requirement and support to prepare project reports.
- Ensure information management within the project.

**EXPERIENCES AND INTERESTS**

- Rural Development; Governance and Democracy; Gender and Justice; Action Research; Training, Monitoring and Evaluation. Work in multi-disciplinary and multi-cultural team meeting deadlines.

**TRAINING AND WORKSHOPS ATTENDED (Relevant only)**

- Training of Trainer on Democracy and Governance, BRIDGE course, organized by Australian Election Commission (AEC), Bangkok- 2010.
- Workshop on Result Based Log Frame and Orientation on Output Monitoring Index Development, organized by SDC in Kathmandu 2008 and 2009.
- Training on Facilitation, Public Hearing and Public Audit, organized by SDC in Kathmandu - 2008.
- TOT on Citizen Report Card (CRC), Training on Result-Based Planning, Monitoring/Evaluation Course, Training on Project Proposal Writing, TOT on Gender and Development; TOT on Planning, Monitoring and Evaluation; and TOT on Cooperative Account Management, organized by HEART NEPAL, COMAT and Winrock International - 2005.
- Workshop on opportunities and constraints of collective enterprises development in rural, Nepal, organized by SNV/Nepal, Eco Himal and Lotus (P) Ltd - 2003.

- Training for Master Trainer on Ageing Sensitization, organized by NEPAN and funded by UNFPA/HAI, facilitators from Bangladesh, TITI - 2002.
- Training on Participatory Rural Appraisal (RPA), and organized by the DHSP/DFID - 2002.
- Training on Sustainable livelihoods, organized by Livelihood Forestry Project/DFID. Course designed by TANGO international USA and facilitator from Bangladesh - 2002.
- Training on Gender and Empowerment; and Training on Negotiation Skills and Presentation Skills, organized by the British Council - 2001.
- Springboard Women's Development Program, organized by the British Council in cooperation with facilitator, Springboard Women's Development India - 2001.

## PROGRAMS FACILITATED

---

- DG BRIDGE Customization in Nepal 2011, Training on Advocacy and Good Governance; TOT on Citizen Report Card Survey; TOT on Public Hearing and Public Auditing; TOT on Conflict transformation and Peace Education; TOT on Mobilizing youth for conflict transformation and peace building; Human Right Training for Women; Basic Capacity Building Training for Youth Group; Round Table Discussion Program on Inclusive Democracy; Good Governance and Human Right Training; Training on Leadership; and Training on Facilitation Skill and Gender Sensitization from 2003 - 2011. Gender Orientation Workshop; Regional Training on Ageing Sensitization from 2002 -2004.

## PUBLICATIONS

---

- Promotion of Condom Use Among Sex Workers: *a study of determinants factors of condom use among female sex workers in Makawanpur district of Nepal* Thesis Submitted to Department of Rural Development, Padma Kanya Campus in Partial Fulfillment of the Requirements for Master Degree of Arts in Rural Development, 2006.
- Promoting Good Governance Through Local Awareness: *An Impact Assessment of Good Governance Training for Local Awareness Conducted by Pro Public in Nepal, A Case Study of Trained Club Members from the Disadvantaged Group (DAG) of People (Women, Dalit and Janjati)*, A Project Report Submitted to the Department of Rural Development, Padma Kanya Campus, Bagbazar, Kathmandu, Nepal in Partial Fulfillment of the Requirements for the Degree of Master of Arts in Rural Development, 2006.
- Article published occasionally on Rural Development, Gender, Peace, Governance and Democracy and DG BRIDGE in Nepal in 'Shahabagita' Magazine of NEPAN and The Rising Nepal, Nepal's national daily.

## PROFESSIONAL SKILLS

---

**Computer :** MS word, Access, PowerPoint, excel, Aldus PageMaker; FrontPage, MSDOS, SPSS, dBASE IV, Basic Programming, Fox pro programming, Hardware, Architecture Software, Troubleshoot, Maintenance; CD-ROM, E-mail and Internet; and English and Devnagari Typing

**Driving :** Having a driving license for motorbike and light vehicle

**Language :** Nepali, English, Newari, Hindi and other local dialects of Nepal

## REFERENCES

---

Mr. Kedar Khadka Director GGP, Pro Public, Kathmandu Tel: (+977-1)4268681 Email: <a href="mailto:kedar.khadka@propublic.org">kedar.khadka@propublic.org</a>	Mr. Phinjo Sherpa Country Director, Eco-Himal, ADC Asia Regional Office, Kathmandu Tel: (+977-1) 4721039 Email: <a href="mailto:office.ktm@ecohimal.org">office.ktm@ecohimal.org</a>	Ms. Katie Ryan Deputy Chief of Party, IFES Nepal Naxal, Kathmandu, Nepal Tel: (+977-1) 9851104049 Email: <a href="mailto:kryan@ifes.org">kryan@ifes.org</a>
---	--	---

## CERTIFICATION

---

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

*Rekha S. Sharma*

Date: September 6, 2011