**Curriculum Vitae (CV)**

**1. Name: Husna Banu SHEIKH**

**2. Address: Basantpur Tole, Tansen Palpa, Nepal .**

**Contact # Mobile: 9849483068 Office (4490636)**

**Email:** [**banujosh@yahoo.com**](mailto:banujosh@yahoo.com)

**3. Date of Birth 03/07/1959 Citizenship: Nepali Gender: Female**

4. **Education**

|  |  |  |
| --- | --- | --- |
| Name of Institution | Degree Obtained | Dates of Obtainment |
| Tribhuvan University, Nepal | Masters in Sociology/Anthropology | 1995 |
| Tribhuvan University, Nepal | Bachelor in business administration | 1992 |
| Tribhuvan University, Nepal | Bachelor in Education | 1991 |

**5. Membership in Professional Associations**: No

**6. Other Trainings**

* Building Local governance, MS Nepal, Nepal, 2009
* Conflict Management, Danida Fellowship Centre through MIRO Global Consultant, Denmark, 2008
* Project monitoring and LFA Development, Danida Fellowship Centre through COWI Institute, Denmark, 2003
* Gender, NARMSAP through HURDEC, Nepal, 1997
* Social Mobilization, NARMSAP, Nepal, 1998
* Participatory Rural Appraisal, NEPAN, Nepal, 1995
* SARAR tools, NARMSAP, Nepal, 2004
* Advance Management, MS Nepal, Nepal, 2008
* HIV /AIDS rehabilitation, HIV/AIDS rehabilitation Centre, Manila, Philippines, supported by GTZ, 1996
* Micro credit, UNIFEM, Bangladesh, 1995
* Participatory Organizational Capacity Building Programme, BICODEC, Biratnagar, Nepal, 2004
* General Training of Trainers, NEPAN, Nepal , 2007
* Governance in Community Forestry, NARMSAP, Nepal, 2002
* Community Forest management, NARMSAP, Nepal, 2002

**7. Countries of Work Experience**

* Nepal, United States of America and Canada (Worked as Volunteer in USA and Canada).
* Countries travelled for workshops and trainings, India, Bangladesh, The USA, Canada, Philippines, Bangkok, Germany, Norway, Tanzania and Denmark.

**8. Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| English | Good | Good | Good |
| Nepali | Good | Good | Good |
| Hindi | Good | Good | Good |
| Newari | Good | Good | Good |
| Bhojpuri | Fair | Fair | Fair |
| Tharu | Poor | Fair | Fair |
| Awadhi | Poor | Poor | Poor |

**9. Employment Record**

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 2011 | To : | Till date |
| Employer: | Enhancing Access to Justice | | |
| Position held: | Gender Justice Specialist | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 2006 | To : | 2009 |
| Employer: | MS Nepal, Kathmandu | | |
| Position held: | Program Officer | | |

.

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 2005 | To: | 2006 |
| Employer: | Community based Natural Forest and Tree management in the Himalaya Project (ComFom), Pokhara, Nepal (Danish research organisation on Forestry) | | |
| Positions held: | Social Researcher | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 2000 | To: | 2005 |
| Employer: | Natural Resource Management Sector Assistant Programme (NARMSAP)- Danish programme , Nepal | | |
| Positions held: | Sociologist | | |

. .

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1998 | To: | 1999 |
| Employer: | Mountain Spirit for MEDEP, Nepan, New Era | | |
| Positions held: | Trainer and Researcher | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1998 | To: | 1999 |
| Employer: | Plan International Nepal | | |
| Positions held: | Program Manager | | |

. .

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1997 | To: | 1998 |
| Employer: | GTZ for Centre for HIV/AIDS and Sexually Transmitted Disease (STD), Kathmandu | | |
| Positions held: | Principal Researcher (HIV/AIDS rehabilitation) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1995 | To: | 1996 |
| Employer: | Nepal Participatory Action Network (NEPAN) | | |
| Positions held: | National coordinator | | |

.

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | **1992** | **To:** | **1994** |
| **Employer:** | **UNIFEM** | | |
| **Positions held:** | **Project Manager** | | |

..

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1992 | To: | 1992 |
| Employer: | Women Development Office | | |
| Positions held: | Assistant Researcher | | |

.

|  |  |  |  |
| --- | --- | --- | --- |
| From: | 1984 | To: | 1990 |
| Employer: | American Peace Corps, Nepal | | |
| Positions held: | Nepali Language Trainer | | |

.

**Competencies:**

* Result and change oriented in the development field including Gender and ensure gender mainstreaming
* Committed to the duties
* Keep inter personnel relation skill
* Good understanding of gender issues and methodologies to promote gender equality
* Good management skill
* Good knowledge of project management and development programming
* Remains calm, in control and good humoured even under pressure
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability in the development field
* Record and shares knowledge and experience
* Implement works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills for change
* Ability to support gender mainstreaming activities across various thematic areas and various implementing agencies including government

1. Right now I am employee of UN Project called **“Enhancing Access to Justice”** as a **“Gender Justice Specialist”.**

**Main responsibilities:**

* Coordinate and implementation of gender justice component of the project (material development.
* Training design and implementation, coordination with government agencies
* Advocacy, activity monitoring and evaluation
* Provide gender justice inputs towards project planning and implementation and participate in planning,
* Provide substantive and operational support to UNDP and UN women towards the successful implementation of the programme,
* Implementation of a range of A2J project activities, supporting Legal Aid desk, fast track court, Multi Sectoral Response Team to reduce Gender based violence and violence against women
* Develop or adopt advocacy and training materials on gender awareness and gender based violence, traditional practices harmful to women and girl children and women rights,
* Review the manuals, research reports and provide technical inputs and feed back for finalization of the reports
* Support UN Women to implement activities that are mentioned in the partnership and provide technical support being stationed partially at UN Women office, Kathmandu. Support UN Gender advisor in Nepal
* Find out gender gaps and lapses in the programme implemented at the field level on gender justice and equity and address them through programme reviewing and supporting in the policy level
* Support government agencies to strengthen the gender justice part and provide technical support

1. **MS Nepal**

Year: 2006- 2009

Location: Kathmandu, Nepal

Client: National and Local level NGOs and the community

Project features: Capacity building and technical support to the partners (NGOs) through partnership and benefit to the users assuring right base approach implementation

Size of the Project From $ 300,000 to $ 500,000(approx project budget)

40 staff supervised

National and district level projects

Position Program Officer

***Activities performed:***

* Overall management of the projects/ programme.
* Assessment of the partners to implement the thematic issues in the district and VDC.
* Support on baseline survey and preliminary assessment conducted on thematic areas,
* Project design and implementation assuring gender equity, social inclusion, social safeguard, resettlement of the landless people and armed conflict victims.
* Monitoring and recommendation to the partners for continuous improvement and result based impact of the project on poverty reduction.
* Capacity building of the organisation, individuals and the community,
* Strengthening of the organisation for self sustainability and reduce dependency on donors.
* Conduct final monitoring / evaluation and impact study of the project. Reporting to the donors.
* Hiring consultants, assist and monitor them
* Liaison with government agencies (district to national level) for land acquisition and resettlement activities through a right based approach to the ex Kamaiya and Ukhada victims in Kapilbastu and Bardiya.
* Policy dialogue for social safeguard issues and ensures its representation in the Land right projects with the local and national government institutions
* Ensure welfare of the workers (ex Kamaiya and Ukhada Victims, Internally Displaced People - IDPs) through equal payment for men and women, maintaining wage policy through raising awareness about it and empowering them to negotiate and dialogue with the concerned agencies.

Support on advocacy of the human rights of disadvantage people, women, children, HIV/AIDS, physically challenged people and other minorities groups and access to their rights (all kinds of right including education right of the children).

1. **The Community based Natural Forest and Tree Management in the Himalaya (ComFom)**

Year: 2005 -2006

Location: Kaski and Mustang

Client: Tribhuvan University, Institute of Forest,

Royal Veterinary and Agricultural University , Danish Centre for Forest Landscape and planning

Project features: Research on governance in the community forestry

Size of the Project 750,000 (approximate budget)

5 staff

Position Social researcher

***Activities performed***

* Devised methodology for the baseline survey on governance issues in community forestry.
* Analysis and interpretation of data.
* Preparation of reports and dissemination of findings.

1. **Natural Resource Management Sector Assistant Program (NARMSAP)**

Year: 2000 -2005

Location: Far western Region based in Dhangadhi, and Eastern region based in Biratnagar

Client: Department of Forest and Soil Conservation,

District Forest Offices (DFO) ,

District Soil Conservation Office,

Community Forest Users and Soil Conservation Users Groups.

Project features: Good governance in community forestry,

Community safeguards,

Capacity building of local stakeholders

Size of the Project From $100,000to $3000,000

44 staff supervised

Position Sociologist

***Activities performed***

* Need assessment of different groups (men, women, traditional occupational people etc.) for skill enhancement and job options.
* Social research.
* Promoted participatory decision making and Appreciative Inquiry.
* Capacity building of district forest office, and soil conversation office.
* Ensured inclusion of the disadvantaged groups, women and minorities in the executive committee (decision making level).
* Social monitoring and recommendation on interventions needed
* Support on income restoration plan and implementation based on the community forestry and soil conservation policy.
* Support on revising the constitution on community forestry and amending the national policy.

Provide trainings on capacity building of staffs, CBOs, NGOs and the community

1. **Plan International**

Year: 1999

Location: Bhojpur Nepal

Client: NGO, CBO, and the Community

Project features: Child Sponsorship and community Development

Size of the Project From $ 750,000 to $ 150,000(Approximately0

Supervised 16 staff

Position Program Manager

***Activities performed***

* Overall management of the project including financial aspects.
* Need assessment of the child and the community,
* Designed, planned and implemented development activities that are sponsored child centered like education, IGA, drinking water supply, school building etc.
* Ensured gender equity and social inclusion in the decision making.

Monitored, supervised and provided technical support to the NGO / CBOs and in-house staff.

1. **National Centre for HIV/AIDS and Sexually Transmitted Disease (STD), New Era,**

**Nepan, MS, COMFOM, MEDEP, MS Nepal, PDRC**

Year: 1996-1998

Location: Various Districts, Nepal

Client: People living with HIV/AIDS, Old age people, Sex workers, migrant workers, bonded labor, road neighbors, Micro credit beneficiaries, NGO/CBO people etc

Project features: Social research and Training

Size of the Project $ 890,000 (Approximately)

National and District level

Position Research, Trainer

***Activities performed***

* Design and conduction of research
* Data analysis and report writing with recommendations
* Training content design and deliver

Training manual development

1. **Nepal Participatory Action Network (NEPAN)**

Year: 1995

Location: Kathmandu, Nepal

Client: NGO/INGO Participatory approach implementators

Project features: Advocate and improve on PRA

Size of the Project From $ 30,000 to $500,000 (Approximately

Supervised 4 staff

Position National Coordinator

***Activities performed***

Establishment of the organistion and overall management of the Programme

Expansion of the network

Organise and manage trainings, workshops

1. Worked as a free lancer as a trainer and researchers on different topics like PRA, Gender, social mobilization, capacity building, strategy planning, TOT, etc.
2. **Janakpur Nari Bikash Kendra**

Year: 1992-1995

Location: Dhanusa, Nepal

Client: NGO, CBO, and the Community

Project features: Women Empowerment and entrepreneurship development (

Size of the Project From $ 120,000 to $300,000 (Approximately

Supervised 34 staff and women group

Position Project Manager

***Activities performed***

* Overall management of the project including financial,
* Liaised with UNIFEM and other stakeholders,
* Market assessment (local, national and international) for finished products and raw materials
* Unite women, formed organisation, enhanced team building
* Capacity development of women and the organisation towards organisational sustainability.

Com

C a free lancer on research8Competency