

PRADIP KHATIWADA

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SUMMARY

Experienced program management professional with over five years of driving impactful initiatives across peace-building, civic space, human rights advocacy, and community development sectors, skilled in project leadership, strategic planning, stakeholder engagement, capacity building, and adept in communication and documentation.

WORK EXPERIENCE

1. Project Officer (07/2021 – 11/2023)

Collective Campaign for Peace, Nepal

- Supported provincial and local governments in implementing peacebuilding initiatives. Conducted civic space monitoring events at provincial headquarters of all 7 provinces involving diverse participants i.e. on average 90 participants per event, showcasing the ability to facilitate open dialogue and engagement, aligning with the need for supporting communication and reporting activities.
- Hosted national and international Human Rights Defenders (HRDs) to enhance culture and knowledge of civic space and Activism, fostering global perspectives on community challenges, aligning with the requirement to support advocacy and communication activities.
- Led the TIDES Foundation funded “Civil Society Innovation Initiatives” project, guided by CIVICUS Monitor overseeing the temporary relocation and support of Human Rights Defenders (HRDs) from various Asian countries, including Pakistan, Sri Lanka, Bangladesh, Myanmar, and Nepal, who faced threats in their home countries.
- Engaged HRDs in activities tailored to their expertise and needs, facilitating knowledge exchange, skill-building, and networking opportunities, while also providing a safe environment for rest and respite, demonstrating a commitment to supporting migrants, refugees, and vulnerable groups in navigating challenges and building resilience.

- Conducted an Art Exhibition and panel talk session among HRDs and artists titled "Artivism Unleashed: Exploring Human Rights through Art" and hosted 150+ participants during the event.
- Led workshops by assisting subject experts and trainers, particularly on the topics of misinformation and disinformation in the field of civil society, as well as AI and its impacts on civil society. These workshops were primarily focused on educating, engaging, and empowering Human Rights Defenders.
- Prepared narrative reports, monthly and annual reports, essential documentation and liaised with government as well as NGOs and international agencies prioritizing partnership management, and ensuring transparency, crucial for successful project delivery.
- Having collaborated closely with Finance and Admin personnel for over two years, I've developed a sound understanding of administrative and financial matters, enabling me to adeptly handle such issues independently or as part of a team.

2. Program Officer (09/2017–05/2020)

Sansangai, Nepal

- Managed diverse projects, including volunteer mobilization (for educational infrastructure enhancement project at Chepang Village of Chitwan), reconstruction efforts (Village reconstruction and enterprise development at Gurung Community of Lamjung), and community development (Kavre and Bardiya District), aligning with the need for supporting project implementation in challenging environments, supporting capacity building initiatives and protecting potential migrants in vulnerable situations. Directly involved in impacting the living standards of 1000+ individuals and 5 different communities of Nepal.
- Led a project focused on earthquake reconstruction and rehabilitation in Rainaskot Village, Lamjung, providing housing and livelihood support to internally displaced persons, contributing to their resettlement and socio-economic recovery.
- Facilitated the establishment of homestay businesses through training programs, fostering sustainable economic opportunities for a predominantly Gurung community, demonstrating a commitment to socio-economic development and migrants' rights.
- Acted as a focal contact and mediator among different local government officials and politicians to manage power dynamics and achieve common ground in development initiatives.
- Facilitated workshops and trainings for over 200 participants on topics like sustainable livelihood, WASH practices, and medical checkups, contributing to improved community well-being.
- Led the emergency humanitarian response task to two consecutive flood emergencies in Terai districts, coordinating relief efforts with local governments, demonstrating strong crisis management skills.

- Demonstrated proficiency in proposal writing, program designing, and management, alongside strong planning skills, while also indicating sound practical understanding in monitoring, and evaluation of projects.
- Led documentation, reporting and communication strategies with local governments, ensuring successful project outcomes and compliance.

3. **Program Assistant** (07/2016–08/2017)

Youth Thinkers' Society, Nepal

- Provided comprehensive administrative and logistics support, ensuring seamless event management and capacity development initiatives.
- Assisted in the preparation of project proposals, concept notes, Memorandums of Understanding (MOUs), and baseline research documents, facilitating effective communication and reporting activities.
- Demonstrated aptitude in identifying issues and deviations, initiating remedial actions to ensure project success and compliance with objectives.
- Played a pivotal role in organizing and managing the Everest International Model United Nations (EIMUN) in collaboration with the US Embassy in Nepal, showcasing strong organizational skills and effective collaboration.
- Led the setup and execution of an International Youth Exchange program, highlighting proficiency in event organization and delivering successful project outcomes.
- Carried out administrative duties within the program development unit, effectively supporting internal communications and knowledge management efforts.
- Conducted extensive research, analyzed information, and synthesized findings to draft reports, briefings, and presentations on youth and development-related issues.

EDUCATION AND TRAINING

- **Master of Arts in Conflict, Peace and Development Studies** (2018 – 2020)

Department of Conflict, Peace and Development Studies, Tribhuvan University

Thesis: A Study on the Causes of Brain Drain among Undergraduate Students of Biratnagar

- **Master's in Political Science** (2018 – 2020)

Faculty of Humanities and Social Sciences, Tribhuvan University

- **Bachelor of Arts in Social Work and English Literature** (2014 - 2017)

St. Xavier's College, Kathmandu, Tribhuvan University

VOLUNTEERING AND CERTIFICATIONS

- Integrity in Academic writing, St. Xavier's College (02/09/2016)
- Introduction to Sustainable Development in Asia and the Pacific, ADB Institute (04/04/2020)
- Beginner-level workshop for Adobe Photoshop, Youth Thinkers' Society (12/08/2015)
- Teaching Facilitator for a whole academic session, Guheswori School, Kathmandu (2014/15)
- Session Facilitator, Clear Vision Rehabilitation Centre, Kathmandu
- Medical camp event facilitator (Bhaktapur), JRM Foundation for Humanity, USA (12/2017)
- Translator, Humanity and Inclusion Nepal (One Month)
- Election Invigilator at Constituency 1, Lamjung, Gandaki Province for Nepal Election 2017

REFERENCES

Ms. Natasha Wozniak

Co-Founder and Executive Director

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Sangsangai, Kathmandu, Nepal

Mr. Mahesh Bhatta

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Collective Campaign for Peace (COCAP),
Kathmandu, Nepal

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