

# Curriculum Vitae

## PERSONAL

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- Name : Rohan Manandhar
- Sex : Male
- Nationality : Nepali
- Date of Birth : 19<sup>th</sup> December 1978 AD
- Marital Status : Married
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## ACADEMIC QUALIFICATION

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Degree	Year	Educational Institute/Board	Division /CGPA
MBA (HR specialization)	2015	Kathmandu University School of Management (KUSOM)/KU	3.61
Master's Degree in Humanities and Social Sciences	2011	Patan Multiple Campus/Tribhuvan University	First
Thesis Title: Social Practices and Architectural Entities in the Settlement of Thimi (A Case Study of Madhyapur Thimi, Bhaktapur, Nepal)			
Bachelor's Degree in Architecture	2005	IOE/Tribhuvan University	First
Diploma in Engineering	1999	IOE/Tribhuvan University	First
S.L.C.	1995	Siddhartha Vanasthali Institute/SLC Board	First

## KEY QUALIFICATIONS

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- More than six consecutive years of proven experience working in the field of Development and Humanitarian assistance with UN and Red Cross;
- Comprehensive knowledge of construction engineering with a decade long experience in private sector;
- Extensive expertise in information management, data analytics, data storage, development of information tools, data visualization;
- In-depth knowledge and understanding of Project/Programme implementation and management;
- Solid understanding of implementation planning and operations as well as strong capacity in preparing detailed informational/analytical/periodic reports for internal/external recipients;
- Good working knowledge of monitoring and evaluation, capacity development, outreach activities, knowledge management;
- Hands-on experience in field mission/supervision, post disaster, post conflict, needs assessment, beneficiary communications;
- High proficiency in Excel, Power BI, Word, PowerPoint, AutoCAD, Sketchup;
- Knowledge of Kobo Toolbox, SQL, R Programming, Tableau, Photoshop, Illustrator and InDesign;
- Detail oriented, active listener, organized, and active team player with good experience of working with diverse team members.

## WORK EXPERIENCE

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**February 2022 to August 2022 (6 months)**

**Post: Information Management Analyst (IPSA-9)**

**April 2020 to December 2021 (1 year 9 months)**

**Post: Regional Information Analyst (P2)**

**March 2019 to March 2020 (1 year)**

**Post: Information Management Officer (IUNV)**

**Employer: UNDP Libya**

I worked with **UNDP Libya** as an Information Management focal for the project “**Stabilization Facility for Libya** under different contractual modalities as mentioned above from March 2019 to August 2022. The main work was to collect and analyze information related to support provided for stabilization by means of construction works and equipment support. I was focal for all the information management related to the project, along with day to day support related to project management. The detailed tasks I was engaged in are as follows;

- Periodically **compiled field engineers’ monitoring reports and analyzed** them as appropriate.
- **Produced appropriate analytical tables** for reporting and M&E requirements to track progress.
- **Administered all databases** used in M&E of the project (sub-projects, overall Project tracker).
- **Assisted in the regular collection of results** for the project process indicators, with participation of relevant staff.

- **Identified additional information needs** which are required to complement data collection from implementing partners, wherever applicable.
- **Provided ad-hoc information needs** by project, country office or donor.
- Supported the **development of information tools and products**.
- **Developed and maintained** partnership **agreements**, donor agreements and contributions tracker.
- **Supported in fund allocation monitoring** to ensure that funds are utilized as intended.
- Supported in **development of platform which shows results and monitors progress**.
- Regularly updated **Project progress tracker/dashboard**.
- Provided **regular update** of the project **procurement plan**.
- **Monitored procurement process** against set plans.
- **Liaised closely with Project team and operations** to monitor contracts and procurement progress (goods, works).
- Engaged in development, monitoring and review of **annual work plans**.
- **Facilitated project team meetings and coordinated with team members** separately to follow up on action points.
- **Closely monitored project delivery and liquidation** to achieve target delivery.
- Supported **Civil Society Organizations focused Low Value Grant Program** for the project by overseeing selection process and supporting their contract management.
- Engaged as **evaluation panel member for bid evaluation** of civil works related bids.
- **Developed ToRs** related to individual contracts and services, for the purpose of call for proposal.
- **Planned and coordinated the implementation of field monitoring and evaluations** in coordination with Project Coordinators, Engineers, and local authorities to provide information requested by project donors as needed.
- **Coordinated as a project focal with Country Office communications team** for preparation and production of communication materials.
- **Contributed to** quarterly donor **reporting**, Project Annual report, reporting to the Project Board, individual donors, and ad-hoc reports.
- Developed structure for **project file storage**.
- Oversaw project **files storage and management**.
- **Retrieved relevant project files** for online storage.
- **Synthesized lessons learned and best practices** in data management.

**July 2016 to December 2018 date (2 years 6 months)**

**Post: Senior Project Officer (Engineer) for Japanese Red Cross Programme**

**Employer: International Federation of Red Cross and Red Crescent Societies**

I worked as Senior Project Officer of **Japanese Red Cross Society (JRCS)**. The main work was to support **Nepal Red Cross Society (NRCS)** to manage and implement construction related projects under the Earthquake Recovery Programme in Sindhupalchok district, Nepal. The detailed tasks I was engaged in are as follows;

- **Supported NRCS to develop a set of the project documents** (concept note, log frame, workplan & budget plan) for Shelter, Health and School Based DRR Programs.
- **Supported NRCS to review and revise the project documents** (concept note, log frame, workplan & budget) for program timeline extension.
- **Designed and conducted** feasibility assessments for Shelter and Education interventions.

- **Developed tools** to capture data in line with requirement of Health, Shelter, and Education related activities.
- **Monitored progress of activities as well as staffs** in line with program objective.
- **Regularly analyzed** data collected from the field to aid evidence-based decision making.
- **Provided technical support for NRCS to implement Shelter Support Program to support 2,000 Households** with NPR 300,000 cash grant in Thangpaldhap and Thangpalkot VDCs of Sindhupalchok.
- **Provided technical support/guidance to NRCS field team and provided technical assistance** for shelter reconstruction.
- **Monitored construction of 10 Prefab Health Posts** managed by NRCS in multiple VDCs of Sindhupalchok.
- Monitored, evaluated, and **provided technical approval and final clearance** for the completion of **4 Health Posts reconstruction** managed by JRCS in multiple VDCs (Langarche, Banskharka, Bhotenamlang & Ichok) of Sindhupalchok district affected by the earthquake of April 25 & May 12, 2015.
- **Developed additional design/documents and graphical contents (3d views)** of school building as well as **3d simple monitoring checklist** of health post foundation construction.
- **Conducted technical assessment of construction/contractor bids** for Health Post construction and multiple services (Mason Trainings, Carpentry Trainings).
- **Monitored multiple trainings** (mason training, Inspection checklist training, Social Mobilizers training).
- **Engaged** in formulation and implementation of outreach activities for community sensitization.
- **Conducted or facilitated NRCS to conduct multiple beneficiary communications** at community level.
- **Participated in multiple stakeholders meeting on shelter issues** at both central and district level as a representative of JRCS.
- **Closely coordinated with Local Stakeholders** (including Rural Municipality, Wards, former VDCs, local leaders etc.) during initial phases to develop proper setup and structure for shelter support activities initiation and during implementation phase for smooth operation.
- **Coordinated with Ministry of Health** at regular intervals for monitoring as well as hand over of initial 4 Health Post reconstruction works managed by JRCS.
- **Coordinated with relevant education authorities** for selection of school and selection & approval of design.
- **Supported NRCS in finetuning of Blood Bank layout planning** in close coordination with Global Advisory Panel (GAP).
- **Engaged in capacity assessment, capacity planning and development** of district chapter and sub chapter.
- **Produced and submitted monthly progress report** of respective sectors to line manager.
- **Produced event and mission reports** when necessary.
- **Produced monthly construction update report** to support NRCS in submission or regular reports to Ministry of Health.
- **Supported country office to produce report** for the purpose of Tokyo headquarters.

**September 2015 to June 2016 (9 months)**

**Post: Project Officer (Engineer) for Japanese Red Cross Programme**

**Employer: International Federation of Red Cross and Red Crescent Societies**

I worked as a Project Officer of Japanese Red Cross Society to support NRCS to manage and implement the following construction related projects under the Earthquake Recovery Programme in Sindhupalchok district, Nepal. The detailed tasks I was engaged in are as follows;

- **Conducted feasibility study and assessment for reconstruction of Health Posts** in multiple VDCs of Sindhupalchok affected by earthquake of April 25 & May 12, 2016.
- **Conducted monitoring and evaluation of construction progress of Prefab Health Posts** in multiple VDCs of Sindhupalchok.
- **Coordinated with Ministry of Health** at initial phases for design approval and start of construction.
- **Facilitated in preparation** of tender documents, evaluation of bids, preparation of contract documents for different nature of works related to Earthquake Recovery Operation Programme.
- **Conducted feasibility study and assessment for school reconstruction** in multiple VDCs of Sindhupalchok affected by earthquake of April 25 & May 12, 2016.

**April 2007 to September 2015 (8 years 5 months)**

**Post: Consulting Architect (as on call consultant)**

**Employer: North Star Engineering Consultant (P.) Ltd.**

I worked as an On-Call Consultant for North Star Engineering Consultant for architectural design services for various parts of Nepal. This was a part time engagement with approximate weightage of 25% of my work time. I was involved in multiple projects. Some of the noticeable projects I was involved in are as follows;

- Designed master plan and architectural plans/details/3d views of District Development Committee (DDC) Building Mugu, 2015 funded by Rural Access Programme (RAP-3).
- Designed architectural plans/details/3d views of Health Post, Banjakhateri Gulmi, 2013.
- Designed master plan and architectural plans/details/3d views of Civil Aviation complex, 2010.
- Designed master plan and architectural plans/details/3d views of District Technical Office Nuwakot, 2009.
- Designed master plan and architectural plans/details/3d views of Multipurpose Mountaineering Training Centre Thame Solukhumbu, 2007 funded by Eco Himal.

**December 2007 to August 2013 (5 years 8 months)**

**Post: Senior Architect**

**Employer: Design Arc Pvt. Ltd.**

I worked as a Senior Architect for Design Arc Pvt. Ltd., a private firm providing architectural, engineering and construction services. I was involved in multiple projects of different nature in Nepal. Example of the major tasks I was involved in are as follows;

- Managed Architectural Design, Construction Supervision (Up to core team of four and construction team of 20), Monitoring & Quality Control, & Verification of Samsung Brand Shops in Kathmandu, Banepa, Janakpur, Birgunj, Itahari, Birtamode, Butwal, Dang, Nepalgunj and Dhangadi, 2011-2013.
- Won 2<sup>nd</sup> Place in Design Competition of Icimod Annexe Block, 2013.
- Designed Architectural Planning and conducted Construction Supervision of NEPA Complex Ranjana, 2012.
- Designed Architectural Planning and conducted Construction Supervision of Kesha Plaza New Road, 2010.

- Conducted Feasibility study and prepared Master Plan for Higher Secondary School at Boksay, Gaighat funded by Nepal Disciple Fellowship, 2011.
- Designed Architectural Planning and Cost Estimate of Geo Lab Building at Panauti Kavre funded by People, Energy and Environment Development Association (PEEDA), 2012.
- Spearheaded planning and construction activities of multiple residential and commercial buildings in Kathmandu Valley.

**December 2006 to December 2007 (1 year)**

**Post: Chief Architect**

**Employer: Design Aid Pvt. Ltd.**

I worked as a Chief Architect for Design Aid Pvt. Ltd., a private firm providing architectural, engineering and construction services. I was involved in design and supervision of construction projects in Nepal. I was involved in following types of activities;

- Designed Architectural Plans of Gumba at Thame Solukhumbu funded by The Mountain Institute, 2007.
- Spearheaded planning and construction activities of couple of residential and commercial buildings in Kathmandu Valley.
- Direct Supervision of two staffs and construction supervision of core team up to 4 and construction team of 10.

**May 2006 to December 2006 (7 months)**

**Post: Architect**

**Employer: Grean Studio**

I worked as an Architect for Grean Studio, a private firm providing architectural, engineering and construction services. I was involved in design and supervision of various residential and commercial buildings in Nepal.

**November 2005 to February 2006 (3 months)**

**Post: Architect**

**Employer: Aashankya Nepal Pvt. Ltd**

I worked as an Architect for Aashankya Nepal Pvt. Ltd., a private firm providing outsourcing services in digitization of archived paper-based designs. I was involved in digitization of drawings of buildings.

**October 2003 to April 2004 (6 months)**

**Post: Trainee Architect**

**Employer: Sewas' Consortium**

Under 6-month internship program as a pre-requisite for Undergraduate Architectural degree, I worked as a Trainee Architect for Sewas' Consortium, a private firm providing architectural, engineering and construction services. I was involved in design of various residential buildings in Nepal

## **CERTIFICATIONS, TRAININGS & WORKSHOPS**

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- **Data Visualization with Tableau** via Coursera, April 2023.
- **Google Data Analytics Certificate** via Coursera, March 2023.
- **Oracle SQL Databases Specialization** by LearnQuest via Coursera, March 2023.
- **SQL Essential Training** by LinkedIn, February 2023.
- **Fast Track to Power BI** online training course by XelPlus Academy, February 2023.
- **Master Excel Power Query – Beginner to Pro (Including M)** online training course by XelPlus Academy, February 2023.
- **Managing Successful Programmes, Foundation** Training organized by UNDP and conducted by AXELOS, September 2021.
- **Project Cycle Management** Training organized by Japanese Red Cross Society in Banepa, Nepal, November 2017.
- **IMPACT** (International Mobilization and Preparedness for ACTION) workshop organized by Japanese Red Cross Society in Tokyo, Japan, June 2016
- **PASSA (Participatory Approach for Safe Shelter Awareness) TOT**, November 2015

## **COMPUTER KNOWLEDGE**

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Microsoft Word, Excel, PowerPoint, Power BI, Tableau, SQL, R Programming, Kobo, AutoCAD, Sketchup, Photoshop, InDesign, Illustrator

## **PORTFOLIO LINK**

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[https://1drv.ms/f/s!Ai6X2eKxRTNvhOpQ8pGtpi6\\_fjdMBw?e=QnlrKG](https://1drv.ms/f/s!Ai6X2eKxRTNvhOpQ8pGtpi6_fjdMBw?e=QnlrKG)

## **LANGUAGES**

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	<b><u>Verbal</u></b>	<b><u>Written</u></b>
Nepali	Fluent	Fluent
English	Fluent	Fluent
Hindi	Intermediate	Intermediate
French	Basic	Basic

## **REFERENCES**

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### **Ms. Yuka Heya**

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