SACHIN MALEGO

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SUMMARY

- Proficient in Core Information Systems Design and Development.
- Skilled in Data Management, Data Collection, Data Analysis, and Data Visualization.
- Experienced in Publication and Infographics Designs.
- Competent in GIS Mapping, particularly with QGIS.
- Proficient in Web Application, Web Design, and Development.
- Familiar with Office package software.
- Provided support as a Consultant to the National Reconstruction Authority (NRA) from CRS-HRRP, offering assistance in information system design, data visualization, data security, and data management of Reconstruction portals.
- Supported the National Disaster Risk Reduction and Management Authority (NDRRMA) as a consultant in the design and development of Bipad portals, along with creating training and orientation packages.
- Served as Technical Lead for Asia Shelter Forum 2020 and Co-facilitator for Asia Shelter Forum 2021.

OBJECTIVE

To leverage my extensive experience in Information Systems Design, Data Management, Data Science, AI, and Disaster Risk Reduction to contribute effectively as an Expert to the field. With a proven track record in technical leadership and consultancy roles, my aim is to drive digital transformation initiatives and enhance organizational capabilities in utilizing data-driven strategies, artificial intelligence, and machine learning for impactful decision-making and sustainable development.

PERSONAL DETAILS

Date of Birth: 23rd Dec 1988 A.D.
Gender: Male
Permanent Address: Asan Tole, Tansen-2, Palpa, Nepal
Current Address: AIT Thailand
Nationality: Nepali
Language Known: English, Nepali

PROFESSIONAL WORKING EXPERIENCE

Date: **July 08, 2018 – July 15, 2024**
Job Title: **Information Management Officer - National**
Organization/Agency: **Catholic Relief Services – Nepal**
Seconded to: **Ministry of Home Affairs - National Disaster Risk Reduction and Management Authority (NDRRMA)**
Project: **Housing Recovery and Reconstruction Platform (HRRP) Nepal (FCDO & CRS) now NHSRP**
Job Responsibilities:

As an Information Management Officer - National, responsibility lies with managing information and data activities and services provided by HRRP at municipal and district levels within the specified District Technical Coordination (DCT). This involves working closely with municipal reconstruction focal points, municipal authorities, district government authorities, and Partner Organizations (POs). In addition, close partnership with District General Coordinator (DC) and District Technical Coordinator (DTC) is crucial for planning and implementing coordination activities.

Date: **April 01, 2018 – July 15, 2024**
Job Title: **National Information Management Officer**

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Organization/Duty Station: **National Disaster Risk Reduction and Management Authority (NDRRMA), Government of Nepal** and **National Housing and Settlements Resilience Platform (NHSRP) Central Office, Lalitpur** (Assigned districts: Kathmandu, Lalitpur, Bhaktapur, Makwanpur, Nawalpur, Parasi, and Sindhuli) Job Responsibilities:

- Coordination with Relevant IM Actors: Collaborate with pertinent Information Management (IM) stakeholders to ensure the upkeep of common district-level IM tools. These tools facilitate various functions such as data collection, collation, analysis, and dissemination. It involves maintaining archives of baseline data, key datasets, key indicators, and other essential tools necessary for effective information management.

- Management of IT Projects: Oversee IT projects, including software development initiatives, to ensure they are completed within established timelines and meet project objectives. This entails coordinating with developers, stakeholders, and project managers to ensure smooth project execution.

- Comprehensive System Documentation: Conduct thorough documentation of systems and source code to ensure clarity, transparency, and compliance with organizational policies and standards. This documentation serves as a reference for future maintenance, troubleshooting, and enhancements.

- Development of Training Packages: Develop training and orientation packages tailored to the specific needs of users of the developed information systems. These packages aim to equip users with the necessary knowledge and skills to effectively utilize the systems for their intended purposes.

- Technical Support to NDRRMA: Provide crucial technical support to the National Disaster Risk Reduction and Management Authority (NDRRMA) in the multi-hazard policy-making process. This involves leveraging expertise in information management to contribute to informed decision making and the development of effective disaster management strategies.

- Support for Major NDRRMA Information Systems: Offer consultancy and assistance support for key NDRRMA information systems, such as the Bipad portal, Reconstruction Management Information System (RMIS), Resource Management System, and Volunteer Management System (VMS). This includes ensuring the smooth functioning, maintenance, and optimization of these systems.

- Government Data Security: Provide feedback on government data security measures and contribute to the development of a robust data management platform for multi-hazard disaster management. This involves identifying vulnerabilities, recommending solutions, and supporting the implementation of security protocols to safeguard sensitive information.

- Analysis and Reporting Support: Assist the General/Technical Coordinator in conducting analysis and generating reports on the quality, coverage, and gaps in operational activities. These analyses and reports serve as valuable insights for decision-making and strategic planning purposes.

- Information Sharing Mechanisms: Contribute to the establishment and maintenance of robust information sharing, communication, and dissemination mechanisms among Partner Organizations (POs), local authorities, and other humanitarian actors. This facilitates efficient exchange of information and coordination of efforts in disaster response and recovery efforts.

- Technical Assistance in Information Management: Provide technical assistance in various aspects of information management, including data collection, verification, and analysis. This support aims to enhance the identification of coverage and gaps in disaster response activities and improve overall data quality.

- Preparation and Sharing of Information Products: Prepare and disseminate localized information products, such as analysis reports, maps, and case studies, in the local language. These products serve to inform stakeholders and aid in strategy and decision-making processes at the local level.

- Website Maintenance: Maintain and update timely information on various platforms, including websites, contact lists, meeting calendars, and meeting minutes. This ensures that stakeholders have access to up-to-date and relevant information regarding disaster management activities and initiatives.
- Assistance in Regular and Ad-hoc Activities: Assist in the planning and execution of both regular and ad-hoc activities, including field visits, surveys, and training sessions. This may involve logistical support, data collection, and coordination with relevant stakeholders to ensure smooth implementation.
- Stakeholder Engagement and Facilitation: Engage with stakeholders on a monthly basis to facilitate the implementation and monitoring of municipal action plans. This involves fostering collaboration, addressing concerns, and ensuring alignment with project objectives and priorities.
- Development of Infographics and Maps: Create and develop infographics and maps as per program requirements to visually communicate key information and insights. These visual aids enhance understanding and facilitate effective communication of complex data and concepts.
- Continuous Improvement of Information Systems: Drive continuous improvement efforts to enhance the functionality, efficiency, and sustainability of information systems. This includes gathering user feedback, identifying areas for enhancement, and implementing solutions to optimize system performance.
- Capacity Building Support: Provide inputs and support for the capacity building of end users of information systems. This involves conducting training sessions, workshops, and providing technical assistance to empower users to effectively utilize information systems for their respective roles and responsibilities.

Date: **January 01, 2020 – March 31, 2020 (Acting Position)**
Position: **Acting Information Manager (Duty Station: NHSRP Central Office, Lalitpur)**
Organization/Agency: **Catholic Relief Services - Nepal** Job Responsibilities:

- Develop and administer a monitoring tool and key performance indicators for Information Management Officers (IMOs), ensuring regular capacity appraisals and performance evaluations to maintain effectiveness.
- Implement training sessions to support staff in various data-related tasks, including data collection, management, analysis, visualization, surveys, assessments, GIS analysis, mapping, and reporting, while providing necessary guidance and resources for skill enhancement.
- Serve as the focal point for all IMOs, collaborating with the management team to provide guidance on weekly work plans and priorities, and ensure timely implementation by following up with IMOs. Monitor and ensure timely submission of information management deliverables by the team.
- Offer technical assistance to IMOs in data processing, analysis, GIS mapping, and production of information management products, ensuring consistency in information management strategies across districts.
- Engage with government authorities, Partner Organizations (POs), and other stakeholders to facilitate collaboration and information sharing.
- Collaborate with the national coordination team in the documentation and design of workshops, meetings, monitoring activities, and other events, ensuring timely reporting with updates and reports to support decision-making.
- Undertake any other duties assigned by the supervisor, demonstrating flexibility and adaptability to contribute to various tasks and initiatives as needed.

Date: **July 08, 2018 - March 31, 2018**

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Position: **District Information Management Officer (Duty Station: HRRP, Sindhuli)**
Organization/Agency: **Catholic Relief Services - Nepal** Job Responsibilities:

- Worked in coordination with relevant Information Management (IM) actors to maintain common district-level IM tools for data collection, collation, analysis, and dissemination, including archiving of baseline, key datasets, key indicators, and other tools.
- Supported the District General/Technical Coordinator in the preparation of various coordination meetings and other events, providing analysis and reports on quality, gaps, and coverage for operational analysis and decision-making.
- Assisted in building and maintaining strong information-sharing, communication, and dissemination mechanisms among Partner Organizations (POs), local authorities, other humanitarian actors, and the HRRP national team.
- Provided technical assistance to district National Reconstruction Authority (NRA) and POs in information management, including data collection, verification, and analysis to support identification of coverage and gaps. Supported capacity building and technical support activities to ensure effective impact.
- Prepared and shared local-level information products in the local language, such as analysis reports, maps, case reports, and other outputs. Provided data inputs to be used for NRA's district strategy and decision-making.
- Maintained and updated various district-level information, including contact lists, meeting calendars, meeting minutes, and other relevant data on the website.
- Worked closely with municipal reconstruction focal points to support municipal profile updates every month. Facilitated municipal action plan implementation and monitoring.

AGENCY-WIDE COMPETENCIES

These are rooted in the mission, values, and guiding principles and used to fulfill responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Build Relationships
- Develop Talent
- Strategic Mindset
- Accountability & Stewardship

Date: **February 02, 2013 - July 01, 2018**
Position: **Web Dev. and Data Management Officer / Full Stack Developer**
Organization/Company: **Web Fusion Nepal**
Job Responsibilities:

- Led the development and ensured the implementation of information flows within the Office.
- Collaborated closely with Technical Team Leaders and Project Managers to ensure compliance with information systems.
- Ensured efficient and timely delivery of information services and implemented updates and maintenance of the database.
- Worked closely with Project Managers to assist with trackers, including targets vs. actual management tracker.
- Developed program infographics, snapshots, factsheets, and situation reports.
- Developed and maintained the Content Management System (CMS).

- Synthesized and analyzed complex information, presenting it in a simplified manner for understanding across the board.
- Supervised interns and data entry volunteers.
- Acted as a backup for the Data Management Associate, as and when requested.
- Provided end-user technical support to staff on software and hardware, including Operating systems, MS-Office package, network printers, and other applications.
- Conducted periodic database backups to ensure data and information security.
- Performed regular quality checks in the database to ensure data quality, accuracy, and consistency.
- Undertook any other duties as required.

PROFESSIONAL ENGAGEMENT
- Lead the development of disaster emergency situation reports with NDRRMA.
- Established a tool for the collection of disaster emergency support of relief materials distribution.
- Supported and participated as an advisor to the many diaster management information system developed by NDRRMA.

ACADEMIC QUALIFICATIONS

Degree	Board	Name of Institution	Year of Completion	Aggregrate marks (Division)
M.Sc. DSAI	AIT	Asian Institute of Technology, Thailand	Current	
B.Sc. CSIT	T.U.	St. Xavier's College Maitighar, Kathmandu	2013 A.D.	81.36% (Distinction)
10+2	HSEB	Millennium H.S.S. Tansen, Palpa	2007 A.D.	64.1% (Ist div.)
S.L.C.	HMG	New Horizon Eng. Bo. Sec. School Tansen, Palpa	2005 A.D.	71.37% (Ist div.)

ACADEMIC PROJECTS
- Final year project entitled "**ICT in SMART Energy for Sustainable Empowerment**" as per the requirement for the partial fulfillment of B.Sc. CSIT degree.
- Mini project on Database entitled "**Vehicle Registration System**" as per the requirement for the partial fulfillment of B.Sc. CSIT degree.
- Mini project on Artificial Intelligence entitled "**Even & Odd Number Generator**" as per the requirement for the partial fulfillment of B.Sc. CSIT degree.
- Mini project on Net Centric Computing entitled "**E- Vehicle Registration System**" as per the requirement for the partial fulfillment of B.Sc. CSIT degree.

FIELDWORK AND REPORTS
- Case study on "**Operating system**" at Deerwalk Pvt. Ltd. as per the requirement for the partial fulfillment of B.Sc. CSIT degree.

- Case study on "**Database Design**" at Rastriya Banijaya Bank, Kathmandu as per the requirement for the partial fulfillment of B.Sc. CSIT degree.
- Case study on "**E-governance and its status in Nepal**" at various government offices.
    1. **Ministry of Health & Population (MOHP), Ramshah Path, Kathmandu**
    2. **Ministry of Home Affairs (E-governance Section), Singha durbar, Kathmandu**
    3. **National Information Technology Center (NITC), Singhadurbar, Kathmandu**
    4. **National ID Management Center (NIDMC), Singhadurbar, Kathmandu**
    5. **Department of Roads, Babarmahal, Kathmandu**
    6. **Department of Transport Management, Koteshwor, Kathmandu**
    7. **Central Bureau of Statistics, Thapathali, Kathmandu**

COMPUTER SKILLS

- Operating System: Windows, Linux.
- Programming language: C, C++, C#.NET, JAVA.
- Database: MySQL, MS SQL Server, Oracle.
- Web Development: PHP, ASP.NET, Ajax, J-Query, HTML, CSS, SASS.
- Graphics Design: Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Microsoft Sharepoint.
- Office package: Sound knowledge of Word, Excel, PowerPoint, Access.
- Knowledge of Hardware and Networking.
- Knowledge of Email, Internet, Social networking sites, etc.
- Knowledge of hardware and software installation, troubleshooting, and bugs fixing.
- Knowledge of GIS/Mapping and Google Maps API.
- Knowledge of Content Management System.
- Knowledge of Zoom Hosting and maintenance.

PUBLICATION/RESEARCH WORK

- Report publication on "**Urban Housing Recovery - July 2020**" from HRRP, worked primarily on case analysis and visualization, and report publication.

- Report publication on "**Impact of COVID-19 on Post-Earthquake Recovery and Reconstruction June 2020**" from HRRP, worked primarily on data collection strategy, work division, data analysis and visualization, and report publication.

- Report publication on "**Rapid Municipal Level Needs and Gap Assessment Report of COVID19 - April 1-14, 2020**" from HRRP, worked primarily on data collection strategy, work division, data analysis and visualization, and report publication.

- Presented a paper entitled "**ICT for Management & Monitoring of SMART Energy for Sustainable Empowerment**" in Seventh National Student's Conference on Information Technology (NASCOIT) - International IT Conference on ICT for Glocalization organized by Nepal College of Information Technology (NCIT) on 28th September 2013.

TRAINING

- Web and Application Development, NIIT Jamal.

REFERENCES

1. **Ms. Reshma Shrestha,** National Coordinator, NHSRP/CRS Nepal, Cell: 977-

9810330774, e-mail: reshma.shrestha@crs.org

2. **Mr. Minar Thapa Magar,** National Coordinator, SHRRP/CRS, Pakistan, e-mail: minar.thapamagar@crs.org

3. **Mr. Ruplal Aidi,** Program Officer, UNICEF, Cell: 977-9851016930, e-mail: raidi@unicef.org

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize this organization to verify the information provided in this CV.

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