**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: Team leader

Name of Firm: Gasp Management Institute

Name of Staff: **Michael Nganju Nyore**

Profession: Consultant

Date of Birth: 15th may 1964

Years with Firm: twenty Nationality: Kenyan

**Membership in Professional Societies:**

* Kenya association of social workers and Kenya Institute of Management
* A member of Embakasi division Nairobi NGOS taskforce 1996
  + - A member global action international (gap1) garbage sorting at source project 1995
    - A member habitat 1 child caucus national steering committee 1995
    - A member of Kenya alliance for advancement of children rights 1995
    - A member Kenya NGOS Aids consortium 1993 to date
    - A committee member clean up Nairobi programme (UNEP) 1993
    - An executive member Kenya association of youth organization (KAYO) 1993
    - A student member of united nations university Tokyo Japan 1993
    - A member of UNICEF taskforce on children in especially difficult circumstances (CEDS) 1989 to 1992
    - A council member mathare youth sports association (MYSA) Nairobi 1989
    - A committee member HIV and AIDS at workplace at Kenya NGOs AIDS Consortium 2000
    - Director in the board of Directors of organization for health, education and research services from 4th august 2008
    - Chairperson children in need advancement forum 2011 to date
    - Secretary goodwill aftercare services project 2010 to date
    - Secretary/Director stay green initiative 2013 to date a national NGO engaged in electronic waste

**Detailed Tasks Assigned:** Training, capacity building and Report Writing

**KEY QUALIFICATIONS:**

* Communication training for sustainable Development workshop at impala hotel parklands Nairobi from 26th august 1995 to 1 September 1995 organized byWorld view Kenya
* Training of Trainers In Business Management at meridian court hotel Nairobi - Kenya Institute of management 2009
* population management course no 17/94 organized byKenya Institute of Administration
* Aids and Hiv counseling course organized by Kenya red cross society from 12th to 16th July 1993 at its head quarters

**COMPUTER SKILLS**

Michael is Competent in Microsoft Office - Ms Office, Word, Excel, Power Point, Outlook & Internet

**PUBLICATIONS:**

* Kenya national water conference 2012 a paper on community water financing challenges held at Enashipai resort and spa Naivasha held from 22nd to 24th may 2012 organized by Naivasha east and karati water association
* Wrote the speech for the chairperson of for the official launch of Thika district sanitary towel project by Judy Wanjiku Kibaki the daughter of the former president Mwai Kibaki on August 2010. I was the overall project consultant on resources mobilization and marketing
* drafted the street children outreach policy document for undugu society of Kenya 1990

**EDUCATION:**

**University of Nairobi** (2001)

Bachelor of Education (Business Studies and Economic)

**Kenya Institute of Administration**

Diploma in social work (1986-1987)

**commonwealth Youth Programme- Zambia**

Certificate in youth work and Development (1992)

**High School Education**

**Ruiru High School :** 1983 -1984

Kenya Advanced Certificate of Education

Advanced Level certificate grades attained :2 principals 2 subsidiaries

**Karuri High School/ Park road Secondary School:**1978-1982

Ordinary Level certificate grade attained Third division

**Employment Record:**

***GASP MANAGEMENT INSTITUTE***

***Duration: 2003- to date***

***Position: Managing Consultant***

**Key responsibilities**

* Preparation of project proposals, and Business Proposals for various clientele

Development of training proposals for the organization, training curriculum development, staff supervision and coordination, marketing of training programmes, undertake trainings scheduled, distance and in-house , provision of business development services, business counseling clinics, undertaking feasibility studies for our clients, business incubation and youth mentorship and coaching

* Resources mobilization consultant for Naivasha East and Karati Water Association
* Resources mobilization consultant for Agrochemical association of Kenya
* Resources mobilization consultant for Stay green initiative
* Entrepreneurship Trainer For Children In Need Advancement Forum And Goodwill Aftercare Services Project Clientele
* consultant trainer on public service ethics and professionalism under the new constitution of Kenya for ministry of heritage and culture February 2012-march 2012
* consultant for training materials development for Kenya forest service under liaison development consultants July 2011-march 2012
* undertook the exit customer satisfaction survey for ministry of heritage and culture 2012
* undertook the customer satisfaction survey for ministry of labor and human resources development 2012 /13
* developed the funding proposal for Lamu green initiative for beach and sea front cleaning for drug addicts at Lamu on June 2013 in collaboration with value add consultants Africa
* developed a business plan for nectar amusement park and cottages at Ruiru Kimbo along Thika super highway July 2013
* developed the project proposal for kireti women organization for civic education at Taita Taveta county which was funded by usaid at kshs 2.5 million in 1998
* managing consultant for uwezo fund oversight board capacity building in business development services for youth, women and persons with disability led groups ii region ten covering Kiambu, Machakos, Nairobi and kajiado counties from august 2014 to July 2015 under the ministry of devolution and planning – government of Kenya.
* County supervisor for the PROFIT project run by AGRA/IFAD /GOK geared towards training and financial and non financial linkages for small holder farmers undertaking dairy horticulture value chains in Taita Taveta county under the auspices of LDA FROM September 2017 to date

**GOODWILL AFTERCARE SERVICES PROJECT**

**Duration: 1997-2002**

**Position**: Executive Director

**Key responsibilities**

* Day to day running of the organization
* Staff supervision
* Local and international fundraising
* Development of project proposals. I successfully got funding from national aids control council, American embassy small grants fund and poverty eradication commission
* Donor reporting
* Implementation of the board of directors policies
* Public relations and the spokes person of the organization.

**HELP SELF HELP CENTRE**

**Duration:1994-1996**

**Position :** Project officer (Urban)

**Key Responsibilities**

* Organizing ,mobilizing and assisting grassroots community groups in their prioritized project implementation process using participatory approaches in rural and urban set up
* Developing and implementing suitable community based programmes we had three key programmes namely sustainable agriculture project being implemented at kieni east nyeri county, urban agriculture and energy project being implemented at Mailisaba and Mwengenye Slums Villages in Dadora Location, Embakasi Constituency, Nairobi
* Assess the critical areas being adhered by the donors and report to the director accordingly
* Liaise with various companies for corporate fundraising I was able to get ten tones donation of waste paper from environment liaison centre international (Elci)
* Establish/liaison and linkage between the organization and the community and other development agencies
* Value Addition and Resources mobilization Michael as the Staff in charge of Value Addition and Resources mobilization, my responsibility was to ensure that the objectives of the Department were met through sound management.
* Socio economic empowerment of the women/youth groups in the organizations target areas It entailed implementing an income generation activities using low cost energy technologies especially in candle making and solid waste briquette manufacturing by unemployed youths and women with funding from Undp- Gef
* Participatory monitoring and evaluation of the organizations community projects.
* Compiling project reports , proposals to donors and relevant authorities got funding from icco Netherlands for sustainable agriculture at kieni east , nyeri county and urban agriculture in maili saba slums, Embakasi, Nairobi
* Organizing training for the grass root community groups using freinan method of functional adult literacy Michael did PRA training for the sustainable agriculture stakeholders at blue line hotel Naromoru, kieni east Nyeri county.
* Undertook a participatory rural / urban appraisal at kieni east division nyeri district and at maili Saba village embakasi Nairobi with funding from icco Netherlands.

**KENYA RED CROSS SOCIETY NAIROBI BRANCH**

**Duration : 1993**

**Position:** branch administrator

* Responsible for carrying needs assessment in Nairobi area with a purpose of starting development programmes
* Preparing project proposals and submitting them to potential donors
* Preparing timely quarterly , annual plans and budgets for financial administration
* Planning implementation, evaluation of projects and policies formulation
* Volunteers recruitment to assist in red cross activities to curb human suffering
* Membership recruitment for the society
* Coordinate first aid training for individual clients and companies

***Undugu Society of Kenya***

Duration: 1990 – 1992

**Position**: Project Manager/Social Worker **/community supervisor**

Michael was Responsible for the management and implementation of a street children rehabilitation programme which was children Rights based and involved empowerment of the parents and their guardians through enterprise development.

The project also involved the strengthening Export competitiveness of Parents and Guardian of Street Children as handicraft workers for the undugu society Export unit.

***Key Responsibilities***

* Overall implementation and management of the project
* Planning , coordination and execution of project activities
* Monitoring and evaluation(both internal and external)
* Timely preparation and submission of progress reports on a monthly, Quarterly and annual basis in accordance to donor contracts
* Facilitate partnerships with stakeholders; integration with on going programs, initiating procurement requisitions and approval of expenditures for the project.
* Undertook consultancy services on behalf of undugu society of Kenya for Unicef Kenya country office to assess the situation of children in especially difficult circumstances in kisumu municipal commission, in kisumu we visited pandipieri street children programme kisumu and over comers ministries and kitale municipality in kitale ,we visited children’s department kitale at kipsongo village from 23 may to 25 th may 1992 and compiled the report which was submitted to UNICEF for implementation through project funding three projects were funded.
* Michael facilitated in the focused group discussions workshop at moi sports complex centre kasarani for street children under the rehabilitation of undugu society of Kenya with funding from child hope international 1n 1991

**MAMA FATUMA GOODWILL CHILDREN’S HOME**

**Duration:** **1989**

**Position**: Social worker

**Key responsibilities**

* General welfare of the children in the home
* Project planning and staff supervision
* Educational sponsorship coordination
* Developed a project proposal which was funded by Islamic foundation
* Implementing the united nation convention of children’s rights
* Aftercare services for the youths leaving the children home under th e children’s act cap 164 - laws of Kenya
* Career development and counseling of children in the home
* Foster care arrangements for the children with relatives and friends
* Promoting of networking among the various child welfare institutions and ministries.

**CATHOLIC DIOCESE OF NAKURU**

**Duration : 1988**

**Project:** Mwangaza community centre and juvenile rehabilitation centre

**Position:** Project officer/social worker

**Key responsibilities**

* In charge of the day to day running of the programme
* Reports writing and projects proposal writing
* Placement of the youths in the apprenticeship programmes
* Counseling of the street children, their parents/guardians and assisting them in starting of the business through provision of credits to them for various micro enterprises in order for them to cater for their children basic needs.
* Provision of the professional advice on running of the street children non formal school
* Project planning, back stopping, monitoring and evaluation
* Maintaining proper records for the donors
* Staff supervision and induction training for new employees
* Establishment of links with the organizations on the same mission of rehabilitating children in need.
* Organization of training workshops, facilitating in areas of business management and community development for the stakeholders in the street children rehabilitation projects within Nakuru district
* Street children animation activities.
* Management of primary, secondary and course sponsorship for the programme beneficiaries.
* Overall supervision of a merry go round micro credit scheme.
* Approval of clients loans and business counseling
* Business incubation and mentorship.
* Preparation of branch budgets and monthly, quarterly and annual reports
* Recruitment of new clients and training
* Organizations representative in the District Executive committees and District Development committees

**CONSULTANCY ASSIGNMENTS**

* Michael Facilitated in the Following trainings for liaison development assistance (LDA) 1997 to 1998 facilitated in the social workers course, project management course, business management course and community development course.
* Michael Has Undertaken Training Consultancy For Modern Management Institute Since 1995 To 2012 In Social Workers Skills Development Course, Effective Treasury Management Course, Development And Management Of Income Generating Project Course, Project Management Course, Regenerative/Sustainable Agriculture Course, Effective Donor Reporting And Resources Mobilization. He Also Develops The Courses Curriculum And Hand Outs
* Michael facilitated the Kenya institute of business training (KIBT) Personal Assistant Course for action aid and consultancy work for interviewing for Kenya scouts programme officer for Embu project in 1997
* He facilitated for eureka consultancies community health workers course for the staff of institute of cultural affairs at Ngong hills hotel Nairobi, 1996
* Kenya alliance for advancement of children’s rights facilitated in a one day workshop on project proposal writing networking and reporting for NGOS in central division Nairobi held at Methodist church Kariokor Nairobi in 1997
* PCEA eastleigh community centre offered advisory services in starting a sponsorship programme which was facilitated by Netherlands development organization the sponsorship programme later funded by kinder not hilfe Netherlands 1989 .
* Kireti women organization developed a civic education proposal and undertook the civic education at ngerenyi farmers training centre wundanyi funded by USAID at the tune of USD 25,000 in 1998
* Michael assisted mburu associates in setting up the fundraising strategies for USA for African consortium in 1997
* Michael through heritage services undertook the consultancy services in making the bids documents to assist the coffee research foundation Ruiru Kenya develop fundraising strategies 1997
* He assisted welfare advisory committee (WAC) holy cross catholic church dadora Nairobi develop the organizations constitution for registration with NGO bureau and development of fundraising proposals in 2000
* Shangilia baba na mama low cost housing scheme trust consultancy services in the trust thinning, fundraising , strategic planning and management

**23rd November 2007 to 27 November 2007**

Michael facilitate in the five days workshop on community development and management at world health organization hostel merka Somalia organized by international aid Sweden

***APRIL 2004-july 2004***

He undertook the consultancy to Develop The Civic Education Manuals(Teachers Guide ,Civic Education Curriculum And Students Hand Book) For Lower And Upper Primary Schools Run By Nuba Relief And Rehabilitation Development (Nrrdo) At Nuba Mountains , Sudan

**January 2008- December 2009**

He Developed strategic plans for Rachel’s development programme,Dorep –Thika and Lale Hostels – Karen -Nairobi and Business Plan for simunet wireless Ltd,

Mega micro finance company Ltd and Esmars agencies – Thika.

Michael undertook entrepreneurship training for family bank GOK-National women Enterprise fund project and Entrepreneurship training for Kenya Women Finance Trust –GOK Youth Enterprise Fund, Developed a fundraising Proposal for Jitegemea Credit Scheme to GOK National Women Enterprise Fund which was funded at the Tune of kshs Ten million

***November 2009- Kenya Institute of Management***

Team Leader/Business Trainer

He Developed training modules for business plans, coordinated and did trainings in Nairobi for the Jitihada Business Plan Competition financed by the World Bank in collaboration with the Ministry of Industrialization, Techno serve and implemented by Kenya Institute of Management for 640 entrepreneurs.

***January 2010-May 2010***

Business Advisor/ Consultant

Michael undertook Small and Micro Enterprise consultancy assignments to build the capacity of Beach Operators at Jomo Kenyatta Beach Mombasa through entrepreneurship training and mentoring for Pact Kenya funded by tourist trust fund a project of Kenya government and European union

**May17th 2010 - May 26th 2010**

Business Advisor/Consultant

He undertook businesses mentor ship for beach operators on one on one basis and assisted them to develop individual business plans implemented by pact Kenya and funded by tourist trust fund a project of Kenya government and European union

**August 2010-November 2010**

Michael developed undertook feasibility study for Naivasha east and Karati association, due diligence for kireti women organization and entrepreneurship trainings for fifty women groups in Nanyuki town.

**April 2011 to December 2011**

Michael worked as a consultant Senior Resources mobilization officer for drug fighters and counseling for young generation His main role was to develop and implementation strategies for sourcing funds from bilateral, multilateral, private companies and individuals, assist in the development of relevant proposals, marketing proposals for funding, conducting intelligence analysis on stakeholders policies and practices and identifying potential new partners. He developed the fundraising tools for the organization.