

# Curriculum Vitae



1. **Name & Nationality** : A.K.M. Fazlul Haque  
Bangladeshi by birth.
2. **Address** : a) Present:- House No:- 22 (3<sup>rd</sup> floor), Road No: 12  
Shekhertek Pisciculture Housing Society,  
Block – Kha, Adabor, Dhaka-1207, Bangladesh.  
Mobile No. 01713489598. 01552435760  
Email: developmentlink@gmail.com
- b) Permanent: 2 No. Govt. Primary School Road  
Digharkanda, Purba Para  
Post Office: Amlitala  
Mymensingh City Corporation, Ward No. 25  
Dist. Mymensingh, Bangladesh
3. **Date of Birth** : 15 October, 1961

## 4. Education & Institution:

#	Education	Name of Institution (School/ College/ University)	Board/ University	Division/ Class	Year
1	M.A in Sociology	Govt. Jogannath College	University of Dhaka	2 <sup>nd</sup> Class	1987-1988
2	B.A	Alamgir Monsur Memorial College, Mymensingh	Do	3 <sup>rd</sup> Division	1986
3	HSC, Arts	Govt. Ananda Mohon College	Dhaka Board	3 <sup>rd</sup> Division	1983
4	SSC (Science)	Ishwargonj Bisweswari High School	Dhaka	2 <sup>nd</sup> Division	1977

## 5. Membership of Professional Associations :

- Member of Junior Red Cross, Bangladesh. Registration No: 11083, year of involvement 1977.
- Member of Advisory Committee “GKP College, Shambhugonj, Sadar Mymensingh.

## 6. Other Trainings :

Course title	Institute	Duration	Date
Social development & Family Planning.	Bangladesh Ansar & VDP.	12 days	12-03-1983 24-03-1983
Project Evaluation & Survey	CARE-Sub office, Barisal	02 days	26-09-1988 27-09-1988
Disaster preparedness and Post Disaster Management	Ditto	03 days	10-08-1989 12-08-1989

Course title	Institute	Duration	Date
TOT on Health education	Voluntary Health Services Societies	05 days	26-11-1989 30-11-1989
Participation in CARE Bangladesh Disaster Response Team.	CARE Food Distribution Team-Chittagong		01-05-1991 09-05-1991
Training of Trainers (TOT)	CARE-Sub office, Barisal	05 days	17-05-1992 21-05-1992
Basic Training on Functional Education	Shapla Neer, FIVDB	11 days	13-06-1992 23-06-1992
Identification of Local Resources & Project Management through Effective Participation of Community People.	CARE-WDP, Gaibandha	3 yrs.	03-01-1991 03-12-1993
WDP Retreat	CARE-WDP	04 days.	10-05-1993 13-05-1993
Feasibility Study on IGA	Enhanced Capability for Small Enterprise Development, CARE-International, Bangladesh	05 days	06-06-1993 10-06-1993
Cost Structure Analysis of IGA		05 days	06-08-1993 10-08-1993
Contraceptive Technology Training & Management of HIV/AIDS-STD at community level	Community Hospital, Dhaka	06 days	12-02-1994 17-02-1994
Office Management & Administration	Terre-des-hommes, Netherlands, Patuakhali Development Project.	15 days	02-06-1994 16-06-1994
How to work on Computer (W.P.5.0, Lotus 123, MS Word and XL)		14 days	05-06-1994 19-06-1994
Computer Operating System (evening session)		15 days	07-06-1994 17-06-1994
Objective Oriented Project Planning (OOPP)		07 days	24-06-1994 30-06-1994
Visualization in Participatory Planning		05 days	15-07-1994 19-07-1994
Participatory Rural Appraisal (PRA) & Rapid Rural Appraisal.		05 days	16-04-1995 20-04-1995
Savings and Credit Management	Training and Resource Center (TARC) Savar, Dhaka	12 days	22-04-1995 04-05-1995
Duck weed production and its use in Fish culture	Mymensingh Aqua culture Extension project, DANIDA	02 days	02-05-1998 03-05-1998
Training Course on Books of Accounts		02 days	22-06-1998 23-06-1998
Exploration for Self Development	The Hunger Project	01 day	18-09-1998
Vision, Commitment and Action Workshop Animators Training		04 days	21-05-1999 24-05-1999
Plant Propagation and Nursery management	Horticulture Center, DAE, Myn.	04 days	04-06-2001 07-06-2001
Capacity Building of Grass root NGO Activists	Democracy Watch	03 days	13-06-2002 15-06-2002
National Youth Congress 2002	Dept. of Narcotics Control, Ministry of Home Affairs & BIRBA	02 days	02-11-2002 03-11-2003

Course title	Institute	Duration	Date
Technique of Agricultural Technology Transfer	Strengthening of Agriculture Information Service Project	05 days	04-06-2003 08-06-2003
Foundation Training Course on CARE-SHOUHARDO Program	Shabolomby Mohila Unnayan Samity	15 days	28-03-2006 14-04-2006
Participatory Rural Appraisal (PRA)	CARE Kishoregonj	07 days	23-04-2006 29-04-2006
Community Led Action Plan-CAP	Ditto	03 days	07-05-2006 09-05-2006

7. **Year of work Experience :** 29 years.

8. **Language :**

Language	Speaking	Reading	Writing
English	Fluent	Excellent	Excellent
Bengali	Fluent	Excellent	Excellent

9. **Employment Record:**

**Employer (i) :** Development Link/Developmentlink Consulting Ltd.

From-To : July 01, 2012 to till to date

Positions Held: Consultant (Social Development)

**Detailed Tasks Assigned:**

**Project development:** Designing of new Project through PRA & on need based demand (followed up Logical framework, Project Planning Matrix) project development including institutional (government and non-governmental) and community levels. Resettlement and Rehabilitation Planning in both rural and urban settings.

**Project management:** Supervision, Monitoring and Evaluation of project activities such as:- Primary Health Care, EPI, MCH-FP, Water, Sanitation & Environmental Sanitation, Personal Hygiene, Savings, Micro-credit & Micro enterprise management,

**Social Mobilization and Community Awareness buildup:** - Primary Health Care, EPI, MCH-FP, Sanitation, Hygiene Education & Rural water Supply, Human rights preservation, Education, Poverty alleviation, Environment & Social a forestation, Homestead Gardening & Low cost high yielding crop production.

**Training activities:** Development of Training Module/Curriculum through Participatory training approach, Organize/conduct sessions on Leadership development, Primary Health Care, Nutrition, MCH-FP, Group formation, Savings and Credit Management.

**Documentation:** Prepare Project Activity Report (Monthly, Quarterly, Half-yearly and Annual report (along with case studies), Develop Project Proposal, EOI/PCN on Socio-economic development.

**Employer (ii) :** Catalyst

From-To : 28-12-2011 to 30 June, 2012

Positions Held : Advisor, Dhaka Water Supply and Sewerage Authority (DWASA) for NGO Services of Resettlement in the area of ICB-02.3 of Dhaka Water Supply Sector Development Project.

**Detailed Tasks Assigned:**

For more focused work in this area, the Advisor will prepare a list of problem cases (based on ownership and other disputes detected while checking the status of legal documents, information from the APs themselves and other sources) which would be updated as and when necessary, while RP implementation progresses. In doing so, the Advisor will pay special attention to the problems and needs of the vulnerable APs. He will collect and computerize all data related to the pre-acquisition condition of the AP households and the nature and magnitude of all categories of losses as well as the compensation thereof to be determined by DWASA and Catalyst. All essential information will have to be generated by using one or more menu-driven MIS. Among other things, the Advisor will maintain computerized baseline socioeconomic databases and collect supplemental information as and when necessary and update them, during the course of implementation. -Collect and computerize data on individual losses and the compensation thereof, as determined by DWASA for all legally and socially recognized EPs.-Collect and computerize all information on market survey and assessment of property and their owners by the PVAT (Property Valuation Advisory Team), process data and compile reports for the PVAT recommending replacement market price of land and other property. The RP requires that all EPs are paid the stipulated compensations/entitlements before they are evicted from the properties and/or construction work begins. Advisor on behalf of Catalyst will provide DWASA area basis report on the progress in RP implementation, including any issue that might be hindering progress, separately for each civil works contract. The report will be brief consisting of both quantitative and qualitative information on:-The acquisition process has to be carried out by legally. TL will reflect in its report status of issuance of the major notices under the acquisition law maintain a land register with valuation of the affected properties, placement of funds with DWASA.- Advisor will design tabular and other formats appropriate for reporting on the above information. To the extent possible the tables will have to be pre-programmed in the menu-driven MIS and the quantitative reports will have to be generated directly. - Advisor appointed by Catalyst for implementation of the RP will report to the Project Management Office (PMO) of DWASA. He will submit Inception Report within one month of the commencement and shall provide of Final Report at the end of the project. Shall permit duly authorized representatives of the Client, to inspect and make an audit of all such documents, accounts and records in connection with payments made in accordance with this contract. Will take care and the Project Implementation Consultant (PIC) of DWASA will have to ascertain appropriate method of joint verification and valuation of affected property to ensure replacement market price. *i. Quantification of loss through joint verification.* The Requiring Body (RB) and the Acquiring Body (AB) should consult the Socio-economic Survey data during Joint Verification. The Joint Verification forms should be filled up in the field and signed copies to be given to the parties to check manipulation. *ii. Valuation of affected property.* For Valuation of affected property, formal and informal sources will be explored using the services under supervision of Catalyst

**Employer (iii):****UDOY**

From-To :

From March 2011 to November 2011

Positions Held:

Team Leader

Implementing of the Resettlement Plan of the Sub-Project

“Construction of Track Doubling Between Laksam and Chinkiaстана” since 2011

**Detailed Tasks Assigned:**

Update and preparation of Land Acquisition and Resettlement Action Plan (RP), Communicate with Project Director, Deputy Commissioners, Financial Agency and other agencies, Preparation of Inception/ Monthly/ Special/Project Completion Reports/ Mission Report,

Conduct Census/Socio-economic, Joint Verification and Property Valuation survey, Monitor all land acquisition and resettlement related activities, Preparation of Compensation Budget, Special Assistance to Vulnerable Group Relocation and Rehabilitation of displaced persons Need based training and operation of Micro-credit for vulnerable. Supervise multidisciplinary activities of the project, maintain liaison with Project Director, personnel of DC offices and other key officials of Bangladesh Railway. Liaise with Deputy Commissioners of the concerned districts. He will also be responsible for recruitment of professional and technical staff ; office Support staff and field support staff and training, development of staff office setup, monitoring and supervision of utilization of manpower input. He will hold internal coordination meetings, meetings with PAPs and other stakeholders for dissemination of resettlement and rehabilitation policy and entitlement matrix contained in the RP, He will also monitor resettlement activities, participate in various meetings, workshops, visit project areas and guide the resettlement team and also look after the administration of project office. Mid-term Evaluation Team of donors or any other team and authority related with the implementation of this project. He will also be responsible for efficient administrative and financial management, preparation of compensation budget and timely and successful implementation of the project. Inter alia his responsibility him. He will also oversee conducting socio-economic, joint verification and market survey and reconciliation of values of properties with that of DC's values. Team Leader will be accountable to the Project Authority for discharging his duties and responsibilities.

**Employer (iv) : Development Link**  
**From-To : September, 2007 to 28 Feb, 2011**  
**Positions Held : Development Consultant**

**Detailed Tasks Assigned :**

**Project development:** Designing of new Project through PRA & on need based demand (followed up Logical framework, Project Planning Matrix) project development including institutional (government and non-governmental) and community levels. Resettlement and Rehabilitation Planning in both rural and urban settings.

**Project management:** Supervision, Monitoring and Evaluation of project activities such as:- Primary Health Care, EPI, MCH-FP, Water, Sanitation & Environmental Sanitation, Personal Hygiene, Savings, Micro-credit & Micro enterprise management,

**Social Mobilization and Community Awareness buildup:** - Primary Health Care, EPI, MCH-FP, Sanitation, Hygiene Education & Rural water Supply, Human rights preservation, Education, Poverty alleviation, Environment & Social a forestation, Homestead Gardening & Low cost high yielding crop production.

**Training activities:** Development of Training Module/Curriculum through Participatory training approach, Organize/conduct sessions on Leadership development, Primary Health Care, Nutrition, MCH-FP, Group formation, Savings and Credit Management.

**Documentation:** Prepare Project Activity Report (Monthly, Quarterly, Half-yearly and Annual report (along with case studies), Develop Project Proposal, EOI/PCN on Socio-economic development.

**Employer (v) : ASPADA Paribesh Unnayan Foundation**  
 (An active Partner Organization of PKSF)  
**From-To : May, 2007 TO August, 2007, (Contact basis)**  
**Positions Held : Programme & Training Officer**  
**Detailed Tasks Assigned :**

- Counseling on management issues of the programs & ongoing programming activities with the management staffs.
- Provide clear ideas of organizational Goal and objectives among the concerned staffs for implementation of the project activities.
- Review of program activities in the weekly/fortnightly staff meeting.
- Prepare Annual Plan/Long term plan in the light of the organization Goal. Target setting, design of field activities.
- Prepare Annual Program report, Newsletter for the Donor and evaluate the project staffs.
- Supervise/Monitor Savings groups & Micro credit programme;
- Develop training Courses both for staffs & beneficiaries.

**Employer (vi) :** **Socio-Economic and Rural Advancement Association (SERAA)**  
**From-To :** Feb. 2007 TO: May, 2007 (**Contact basis**)  
**Positions Held :** **Upazila Coordinator** (Sanitation, Hygiene Education & Water Supply (GOB/ UNICEF) Project

**Detailed Tasks Assigned :**

- Share views and ideas of Sanitation, Hygiene & Water Supply (SHEWA-B) status in rural areas with the GOB (DPHE) & UNICEF management.
- Monitor and evaluate Cluster based/community based Sanitation, Hygiene Education and Water Supply Project.
- Provide clear ideas of the project Goal, Objectives and SHEWA-B activities among the concerned staffs for the proper implementation of the project activities.
- Review of progress of project activities in the weekly/ monthly meeting.
- Counseling on management issues of the programs.
- Looking after financial control, administration and checking up over all accounts, stores and vehicles of the project.
- Liaison making with Govt. DPHE, LGI, Union Parishad, NGOs regarding project activities.
- Prepare annual plan/Long term plan in the light of the Sanitation, Hygiene Education & Water Supply project Goal, Objectives and target setting, design of field activities.
- Prepare annual Program report for the Donor and evaluate the project staffs.

**Employer (vii) :** **Shehora Bohumokhi Samaj Kallyan Samity (SBSKS)**  
**From-To :** 12-02-2006 to 30-06-2006 (**Contact basis**)  
**Positions Held :** Field Coordinator  
 CARE SHOUHARDO PROGRAM (Urban)  
 Netrokona & Mohongonj Pourashava.

**Detailed Tasks Assigned:**

**a. Program planning and implementation:**

- Lead the cluster-based team for the successful process facilitation for initiating Community led plans in his/ her defined program areas.
- Prepare budget considering the needs of the CLAPs/CAP and the SHOUHARDO program implementation team.
- Clarify the IPTT/PMP targets and ensure the successful implementation of the community prepared plan of his/ her defined program areas.
- Facilitate project team for successful introduction and implementation of participatory monitoring and evaluation.
- Facilitate team through planning and implementing staff development training considering the support requirements emerged from the community led action plans.

- Assist Program team to develop strategy on efficient use of food aid for project implementation.
- Ensure periodical review of the accomplished activities and lead the team for the preparation of way forward strategy.
- Mobilize necessary resource and ensure proper allocation of resources for the successful implementation of community led development Plan.

**b. Facilitate UP/ CBOs capacity development in fulfilling their responsibilities to the community:**

- Facilitation of the assessment of capacity of Union Parishad / CBOs in fulfilling responsibilities to the community.
- Facilitate preparation of UP/CBOs capacity development plan and follow the implementation of the prepared plan
- Assist program staff to identify the activities aim to UP/CBOs capacity development
- Facilitate program staff to know the community context & perception about responsibilities and supports by the Union Parishad
- Facilitate strengthening and activating Union Parishad to ensure better services and accountability
- Organize civil society and informal groups and link with Union Parishad and community group to act as a pressure group to ensure rights
- Ensure that the UP is acting as resource center and peoples getting development support to the community.

**c. Develop strategy to incorporate food aid as an integral part of the community response for empowerment:**

- Facilitate to understand community led approach and introducing participatory approach in project planning and implementation.
- Ensure supports to project staff to create environment to community responses for their empowerment.
- Assist program team for identifying the way of community empowerment and materialize those to front line staff.
- Conceptualize the empowerment and penetrated those to the projects staffs in community mobilization
- Ensure food aid supplementing community empowerment thus enable them to understand citizen rights.
- Support front line staff to handle food aid properly.
- Critically assess the needs for food aid and recommend to regional team, CARE office to ensure it.

**d. Organize civil society and informal groups and link them with various service providers:**

- Facilitate to organize/reorganize civil society and informal groups
- Assist project staff to capacitate the civil society and informal groups aim to link with Union Parishad and community to act as advance element to ensure their entitlement.

- Ensure adequate support to civil society and informal groups and link with development institutions so that they can act as a pressure group on duty bearers
- Facilitate to identify the responsibilities & intending service of duty bearers and disseminate those to civil society and informal groups.
- Monitored the activities performed by partners to organize civil society and informal groups aim to ensure qualitative implementation.

**e. Building women's organization and create linkage with duty bearers/ development organization:**

- Facilitate to conceptualize women's organization among project staff.
- Assist project staff to plan and implementation for forming women's group
- Provide strategic support to project staff on building women's organization
- Facilitate for identifying the way of proper linkage of women's organization with duty bearers and different development organization working in the area.
- Facilitate different activities like training, resource mobilization etc. for strengthening women's organization.
- Facilitate activities to be undertaken by women's organization
- Monitor the progress, guide for appropriate action.

**f. Engagement of nation building departments for understanding and acting upon critical development issues with a focus on social vulnerabilities of women and girls:**

- Facilitation of assessment of present trend of nation building departments in fulfilling responsibilities focus on social vulnerabilities of women and girls.
- Facilitate project staff to identify the activities aim to engagement of nation building departments of project staffs aim to ensure engagement of nation building departments through vulnerable communities.
- Assist project staff to capacitate the civil society and informal groups and link with nation building and community groups to act as pressure group.
- Facilitate linkage of functional group at community level with nation building department and development activist to accelerate development initiatives at grass root level.

**g. Staff Supervision, Reporting and Documentation:**

- Ensure staff supervision, appropriate guidance to the front line to achieve organizational goal.
- Facilitate to rack proper documentation and systemic analysis as per project need by the project staff.
- Assist region office to prepare different routine reports and their effective use in project activity.
- Facilitate to collect different field data and ensure proper tracking of that aim to use project activity.
- Provides information/ data to regional office to prepare quarterly and annual reports.
- Guided and reviewed different reports of partners and frontline staff and provide inputs to make them qualitative one.



**Employer (vii) :** **Socio Economic Development Association-SEDA**  
**From-To :** 20-01-1998 to 28-09-1998.  
**Positions Held :** Coordinator, Mymensingh Aquaculture Extension Project  
 DANIDA/DoF and SEDA (Tri-parties project.)

**Detailed Tasks Assigned:**

- Share views and ideas of ongoing/future programming activities with the management.
- Monitor community based Fish Farmers Groups Savings & Credit.
- Provide clear ideas of organizational Goal and objectives among the concerned staffs for implementation of the project activities.
- Review of progress of program activities in the monthly/weekly staff meeting.
- Counseling on management issues of the programs.
- Prepare annual plan/Long term plan in the light of the organization Goal, Objective tree and target setting, design of field activities and illustrate these in the Chief Executive Committee meeting.
- Prepare Annual Program report, Newsletter for the Donor and evaluate the project staffs.

**Employer (viii) :** **Terre-des-hommes, Netherlands, Patuakhali Development Project**  
**From-To :** 01-06-1994 to 30-12-1997  
**Positions Held :** Program officer-HSD/ Manager-SD  
 Project Director-in-charge (09 months).

**Detailed Tasks Assigned:**

- Share views and ideas of ongoing/future programming activities with the management.
- Monitor and evaluate group based/community based Primary Health Care, Savings & Credit management, Producer Group activities.
- Provide clear ideas of organizational Goal & Objectives among the concerned staffs for the proper implementation of the project activities.
- Review of progress of programming acting activities in the fortnightly/monthly meeting.
- Counseling on management issues of the programs.
- Looking after financial control, administration and checking up over all accounts, stores and vehicles of the project.
- Liaison making with Govt. /NGOs regarding project activities.
- Prepare annual plan/Long term plan in the light of the organization Goal, Objective tree and target setting, design of field activities and illustrate these in the Executive Committee meeting.
- Prepare annual Program report, Newsletter for the Donor and evaluate the project staffs.

**Employer (ix):** **CARE-International, Bangladesh**  
**From-To :** 02-01-1994 to 10-05-1994  
**Positions Held:** Project Training Officer, Women Development Project

**Detailed Tasks Assigned:**

- Assess training need both for the project staff and for beneficiaries on Primary Health Care, Water & Sanitation, Environmental Management, Literacy & Numeracy and Income Generation Activities.
- Planning of Sub office level Training and Workshop sessions.
- Design training curriculum and conduct TOT for the development of sub office trainers.

- Monitor field based activities and provide feedback to the concern personnel and to organize refresher training on: - Primary Health Care, Family Planning, Agriculture Development, Community Based Nursery Establishment, Preparation of Bio intensive gardening, Income Generation Activities, Savings and Credit Management, Literacy & Numeracy Classes, Traditional Birth Attendance activities, Family Planning Depot Holder's & Lives Stock Vaccinators.
- Prepare monthly, half-yearly, annual report and Annual Budget of the project.

**Employer (x) :** CARE-International, Bangladesh  
**From-To :** 03-01-1991 to 30-12-1993  
**Positions Held:** Project Training Officer, Women Development Project  
**Detailed Tasks Assigned:** Same as above.

**Employer (xi):** CARE-International, Bangladesh  
**From-To :** 16-06-1988 to 30-12-1990  
**Positions Held:** Community Organizer / Public Health Organizer  
 Training Immunizers in the Community Approach (TICA)

**Detailed Tasks Assigned:**

- Assist Govt. Health & Family Planning staff in the areas of:
- Conduct training on Social Mobilization & Motivation Techniques, Cold Chain maintaining, Vaccination processes on E.P.I, Maternal, Child Health Care & Family Planning Program
- Planning of outreach vaccination, preparation of vaccine requirement and indenting process of vaccinations.
- Assess training need, evaluate training session, monitor field activity and organize refresher training for the Govt. MOHFW staffs.
- Assist in preparation of monthly, half yearly and annual Performance reports of the program.
- Establishment of Homestead Gardening in community.
- Environment preservation through mobilization of local resources
- Establishment of social a forestation for environmental preservation.

**10. Work Undertaken that best illustrates capability to handle the task to be Assigned:**

Key qualification in my carrier is Preparation of Project Proposal, Budget, Strategic planning, Operational Manual, develops methodology for monitoring and evaluation and staff management, Procurement plan and procuring logistics. Advocacy to establish rights with various level, Survey data analysis, various progress report preparation, Assist in feasibility study, Preparation of Partner NGO selection strategy, make agreement with partners, partnership management and dealing with donors and other service providing agencies, CBO development strategy, report writing, correspondence with donors and stakeholders, Effective implementation, supportive supervision, monitoring and evaluation of various community development projects.

Prepare annual training plan, conduct and facilitate different type of training to staffs, Community leaders, different local government intuitions representatives, local institutions representatives, Partner group members and others. Organize different type of meeting, workshop and seminar at district and regional level. Responsible for develop different type of training module, training materials, different poster, leaflet etc. Assist Program Officer for project planning, designing, implementation strategy develops and drafting progress report on by monthly/six monthly to donor agencies. Evaluate/assess the impact of the training of and on. Maintain team spirit among the project staffs and others personnel.

Financial management and control, preparation of presentation papers, arrange program for visitors, delegations etc. Have excellent liaison and communication skill with GO/NGO and social leaders for properly implementation of Program. Expertise in staff capacity building, supporting supervision and mentoring. Proactive, self-possessed under pressure and get along very well with people at all levels. Strongly motivated towards work and maintaining timelines without compromising quality of works. Excellent planning and management skills, strong presentation and facilitation skills & team work.

Assisting in planning and coordinating project implementation, Supervision and Monitoring, prepare different reports. Supervise concern project level staff's activities both in field and office level. Facilitate different training session on project activities. Suggest project modification as per project need. Maintain coordination with all level of local bodies and / Executive Director. Helps the project staffs for preparing work plan. Prepare different training curriculum & module as per project need. Ensure training venues are in suitable condition with all relevant accessories. Prepare training budget, arrange/conduct different training sessions as per training schedule and when required. Arrange TOT on Education, Safe Water & Sanitation, Women Development, Maternal & Child Health Care, different IGA activities. Prepare reports on training on regular basis. Supervision, Monitoring & Periodical evaluation of project activities. Maintain coordination & liaison with Donor, GOB/NGOs officials and with all level of local bodies. Responsible for the project taken by organization. Prepare different project documents for donors & concern personnel. Ensure timely prepare & submission of quarterly, half yearly and annual reports. Have skill on motor cycle driving with valid driving license.

### **Skilled in specialty Areas:**

- a) **Project development:** Designing of new Project through PRA & on need based demand (followed up Logical framework, Project Planning Matrix) project development including institutional (government and non-governmental) and community levels. Resettlement and Rehabilitation Planning in both rural and urban settings.
- b) **Project management:** Supervision, Monitoring and Evaluation of project activities such as:- Primary Health Care, EPI, MCH-FP, Water, Sanitation & Environmental Sanitation, Personal Hygiene, Savings, Micro-credit & Micro enterprise management,
- c) **Social Mobilization and Community Awareness buildup:** - Primary Health Care, EPI, MCH-FP, Sanitation, Hygiene Education & Rural water Supply, Human rights preservation, Education, Poverty alleviation, Environment & Social a forestation, Homestead Gardening & Low cost high yielding crop production.
- d) **Training activities:** Development of Training Module/Curriculum through Participatory training approach, Organize/conduct sessions on Leadership development, Primary Health Care, Nutrition, MCH-FP, Group formation, Savings and Credit Management.
- e) **Documentation:** Prepare Project Activity Report (Monthly, Quarterly, Half-yearly and Annual report (along with case studies), Develop Project Proposal, EOI/PCN on Socio-economic development.
- f) **Working Experiences:**
  - Participated in Project Planning Retreat.
  - Participated in CARE-Bangladesh Post Disaster management team during the cyclonic attacked in the coastal areas of Bangladesh in 1991 as a member of Food Distribution and Emergency Relief team.
  - Participated in various workshop/seminars and meeting organized by Govt. /NGOs on development issues.

- Worked as Programme officer (HSD) & Project Director-in charge of Terre-des-hommes, Netherlands, Patuakhali Development Project for a period of 11 months and successfully performed various projects management including 67 regular and 121 contact basis employees.
- Have practical experiences in organizing NGOs based Networking & freely communicated with inside & outside donors.
- On the basis of my practical knowledge & skill I have been providing organizational development support to 103 Local NGOs/PVOs in the following areas: -
  - i. Develop Community Need Based Constitution of Local NGOs,
  - ii. Prepare General/Organizational Profile,
  - iii. Annual Activity Report, Project Evaluation & Monitoring Report;
  - iv. Writing Expression of Interest (EOI), Project Proposals on Social Development Issues as per Donors Requirement;
  - v. Prepare Training Package both for NGOs Staff and Project beneficiaries &
  - vi. Information dissemination on development issues such as Govt./Non-Govt./Donors Advertisement for the participation of NGOs in submission projects.

**g) Technical skills:**

- Have a valid driving license bearing registration No.6155 Mymensingh.
- Good practical knowledge on Computer operating system both programming and on software maintenance.

**11. Expected remuneration & Other Cost :**

As per your scale.

**12. Certification :**

**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature



Date: 18 / May/2019  
Day/Month/Year