

Curriculum Vitae Of Md. Mizanur Rashid Chowdhury

Address (Present): Md. Mizanur Rashid Chowdhury, CNRS, Suchana Project Office,
Uttara R/A, Bharaura Road, Sreemongal, Moulvibazar.

Cell: 01712-330930. **Email:** mdmizanurrashid78@gmail.com



Carrier Objective:

Working in a team where I can assist others while challenging and expanding my knowledge and skills and have the chance for career development as well as the opportunity to gain additional skills and experience.

Key Competencies:

- Project management, staff supervision and human resource development. • **I Have experience more than 6 (six) years of Community Hygiene promotion and Hygiene practice,** • Socio economic situation analysis, poverty alleviation of vulnerable peoples in rural areas. • Mitigating local Governance issues through good communication & leadership. • Specialized in Monitoring & evaluation especially in data analysis & context analysis. • Capacity building on partnership development & management, participatory planning. • Have Expertise in training needs assessment, facilitation and training impact assessment. • Self-help group formation and monitoring of those activities through appropriate method for program efficiency and quality. • Skilled in community empowerment and mobilization & Participatory Gender analysis. • Excellent facilitating skill in conducting different training with Beneficiaries as well as UP body, Govt. other project Staff, Liaison. • Have Well knowledge & Specialized in handling procurement procedure. • Have expertise in networking and liaison activities with GO, NGO and other development organization. • Proven experience in problem identification and problem solving. • Experienced in training module and material development procedures. • Highly proficient in MS Word, MS Excel, MS Power point, SPSS, Internet Browsing and knowledge in ongoing modern information management methods. • Have standard data analysis skills for appropriate generation of information & knowledge from raw data. • Have able to work with teams across multiple areas. • Skilled in report writing, case study analysis & presentation.

PROFESSIONAL HISTORY (Total Job Experience above 14 Years)

1. Center for Natural Resource Studies (CNRS) from January 01, 2016-till to date.

I have been working as **Monitoring, Evaluation and Knowledge Management Officer** of **DFID** and **EU** supported (Ending the Cycle of under nutrition in Bangladesh) **SUCHANA Program**. Implemented by a consortium of 8 entities (Save the Children, iDE, WF, HKI, icddr, CNRS, RDRS, FIVDB) lead by Save the Children (SCiBD) at Sreemongal Upazilla under Moulvibazar District.

Key responsibilities:

- Responsible for frequent visit at fields for process monitoring of program activities and provide feedback to appropriate authority.
- Quality assessment through regular monitoring of project implementation by program team and reporting to District level, coordinate with Project Coordinator (PC), Upazilla Project Coordinator and Union Coordinators and project implementation team of SUCHANA to ensure smooth functionality of the program.
- Assist in Baseline survey/situation analysis and other studies, Conduct periodic survey and case studies, best practices.
- Support M&E process of the project for setting baselines of all indicators, impact and evaluation studies, provide technical backstopping support to field team of SUCHANA in program implementation, particularly capacity building, nutrition and IGA program implementation, collect and provide necessary data and information for meeting the requirement of M&E system of the project.

- Support to develop process and tools and provide technical assistance to the MEAL Focal Point and other team members in capacity building and keep updated with recent changes/improvements, modification, requirements and compliances.
- Support Hands-on training and assist in monitoring effective utilization of data and Information Management Flow.
- Support Synchronization with program staffs to operate a robust M&E system for the project.
- Conduct analysis and prepare project progress reports as per program demand.

2. Center for Natural Resource Studies (CNRS) from March 01, 2013 to December 31, 2015.

In this organization, I Worked as **Union Facilitator (UF)** of **SDC** funded and **HELVETAS Swiss Interoperation** supported **Local Governance Program-SHARIQUE** at Bishwambharpur & Chatak Upazilla under Sunamganj District.

Key responsibilities:

- Responsible for Facilitate the processes of mainstreaming Local governance at Union Parishad
- Capacity building of local government, rural community's to achieve the project outputs through Accompaniment support, organizing, supervising, training, workshop etc.
- Process and progress monitoring. Organize, facilitate and follow up different training/event/meetings with the stakeholders. Transparently sharing resource and utilization of fund efficiently.
- Report writing, data compilation and proper documentation, preparing program, Financial & accounts maintained & Problem solving and decision-making
- Preparing Monthly program progress, Outcome & Output monitoring report.

3. Muslim Aid UK. Bangladesh from December 01, 2012 to February 28, 2013.

In this organization, I worked as **Upazilla WaSH Facilitator** of **Ukaid** funded **Unicef** Supported **Wash in School (WiNS) Program** at Saghata Upazilla under Gaibandha District.

Key responsibilities:

- Responsible for Supervision of (Field staff) School hygiene promoter & Office management.
- Facilitate the processes of mainstreaming WASH in school in education system at Upazilla level.
- Assist & support to Upazilla education officer for conduct training on teachers and SMCs.
- Support head teacher in effective hygiene promotion at school level including keeping student brigade active in playing their expected roles in school and community.
- Assist & Support Upazilla watsan committee to select the school for providing hard ware support.
- Support to District Coordinator on developed monthly activities plan & prepared progress report.

4. Center for Natural Resource Studies (CNRS) from April 01, 2011 to September 30, 2012.

I Worked as **Upazilla Wash in School Facilitator (UWSF)** of **Ukaid** funded **UNICEF** and **DPHE** supported Sanitation Hygiene Education and Water Supply in Bangladesh (**SHEWA-B-GoB-Unicef**) Project at Doarabazar Upazilla under Sunamganj District.

Key responsibilities:

- Responsible for Facilitate the processes of mainstreaming WASH in school in education system at upazila level.
- Assist & support to Upazilla education officer for conduct training on teachers and SMCs.
- Assist Upazilla watsan committee to select the school for providing hard ware support.
- Monitoring each construction site at least twice during construction to ensure quality.
- Support to Upazilla Coordinator on developed monthly activities plan & prepared progress report.

5. Dhaka Ahsania Mission (DAM) from December 11, 2010 to March 31, 2011.

In this organization, I worked as **Upazilla Wash in School Facilitator (UWISF)** of **Ukaid** funded **Unicef** supported Sanitation Hygiene Education and Water Supply in Bangladesh (**SHEWA-B-CHT**) Project at Bandarban Sadar Upazilla under Bandarban District.

Key responsibilities:

- Responsible for Facilitate the processes of mainstreaming WASH in school in education system at Upazilla level.

- Assist & support to Upazilla education officer for conduct training on teachers and SMCs.
- Support head teacher in effective hygiene promotion at school level including keeping student brigade active in playing their expected roles in school and community.
- Assist Upazilla watsan committee to select the school for providing hard ware support.
- Support to District Coordinator on developed monthly activities plan & prepared progress report.

6. Voluntary Association for Rural Development (VARD) from April 01, 2009 to December 10, 2010.

In this organization, I worked as **Union Supervisor** of **Ukaid** funded Water aid Bangladesh supported Enhancing environmental health by Community Organization (**EEHCO**) Project at Companigonj and Goainghat Upazilla under Sylhet District.

Key responsibilities:

- Facilitate on Community Situation analysis, CBO Meeting & Advanced CBO leader to Leadership, Hygiene promotion for CBO leaders training.
- Supervision of Field level staff.
- Coordinating Monthly Union sanitation taskforce (USTF) Meeting.
- Preparing Monthly report, Office & Document maintained.

7. Voluntary Association for Rural Development (VARD) from October 01, 2006 to March 31, 2009.

I Worked as **Field Motivator** of **Ukaid** funded Water aid Bangladesh supported Community Based sustainable Water, Hygiene & Sanitation (**CBS-WHS**) project at Goainghat Upazilla under Sylhet District.

Key responsibilities:

- Facilitate on Community Situation analysis, CBO leader to Rooted Advocacy, Leadership & Hygiene promotion, Religious Leader's, Water point caretaker, Water safety plan (WSP), community & School Hygiene session's-Ordination on Monthly Word sanitation taskforce (WSTF) Meeting.
- Preparing Monthly & Quarterly report.

8. Bandhu Social Welfare Society (BSWS) from February 22, 2004 to September 30, 2006.

In this organization, I worked as Site Bandhu of Family Health International (FHI) funded HIV, AIDs & STDs Prevention Program at Sylhet City Corporation under Sylhet District.

Key responsibilities:

- Develop our male sex Health program, Male sex risk behaviors to improve, Clinic, DIC, Counseling & SGM Refer.
- Facilitate in Social Group Meeting (SGM) & prepared daily & monthly field Report.

Training Received & Delivered Summary:

SI No.	Name of training courses	Duration	Sponsored by
01.	Capacity building training on Monitoring, Evaluation, Accountability and Learning (MEAL).	03 Days	SCI and CNRS
02.	Capacity building training on climate resilience and disaster management.	02 days	SCI and CNRS
03.	Suchana Foundation training.	05 days	SCI and CNRS
04.	ToT on Android Based Suchana MIS.	03 days	SCI and CNRS
05.	ToT on Up Accounts, Reporting & Audit.	Several time	IPF, SDC, HSIC, CNRS
06.	ToT on Up Budget Analysis.	Several time	IPF, SDC, HSIC, CNRS
07.	ToT on Up Budget Implementation.	Several time	IPF, SDC, HSIC, CNRS
08.	ToT on Up Budget formulation.	Several time	IPF, SDC, HSIC, CNRS
09.	ToT on Public procurement policy.	Several time	IPF, SDC, HSIC, CNRS
10.	ToT on Public Finance Management.	Several time	IPF, SDC, HSIC, CNRS
11.	ToT on Roles and Responsibilities of Union Parishad.	Several time	SDC, HSIC, CNRS
12.	Training on Monitoring, Evaluation & Reporting system.	Several time	SDC, HSIC, CNRS
13.	ToT on Participatory Gender analysis.	Several time	SDC, HSIC, CNRS

14.	ToT on Gender & Gov. development project.	Several time	SDC, HSIC, CNRS
15.	Training on Monitoring & Reporting system	03 Days	Plan Bangladesh, Unicef, DPHE, CNRS
16.	Training on Community Situation Analysis through PRA	14 Days	WEB, VERC, VARD
17.	ToT on CBO leadership training.	03 Days	VARD, Water Aid
18.	ToT on Water Safety Plan	02 Days	VARD, Water Aid
19.	ToT on Rooted advocacy for CBO leaders.	03 Days	VARD, Water Aid
20.	ToT on Community & Menstrual Hygiene Management	03 Days	VARD, Water Aid

Educational qualification:

SL #	Degree	Group/Subject	Division/GPA	Country/state	Year
1	BSS (Pass)	Social Science	2 nd Division	Bangladesh	2009
2	HSC	Humanities	GPA-3.30	Bangladesh	2005
3	SSC	General	GPA-3.10	Bangladesh	2002

Personal Traits:

● Independent ● Endurance to long working hour's ● Flexible in extreme pressure ● committed to assigned work and ● Maintaining lead time ● Able to make prompt decision

PERSONAL DETAILS:

Father's Name	Late Aminur Rashid Chowdhury
Mother's Name	Zayedun Nahar Chowdhury
Date of Birth	June 01, 1985
Gender	Male
Blood group	O+(Positive)
Expected Salary	BDT TK. 50,000.00-70,000.00
Marital Status	Married (Having 1 Daughter)
Nationality	Bangladeshi
Religion	Islam (Sunni)
Language proficiency	Bengali (Native), English (Moderate).
Hobby	Reading Newspapers, Travel & Tourism
Permenet Address	Vill: Sujanagor, P.o: Derai Chandpur, P.s: Derai, Dist: Sunamgonj-3040.
Current Address	CNRS, Suchana Project Office, Uttara Residential Area Bharaura Road, Sreemongal, Moulvibazar.

COMPUTER LITARECY: Computer Skill on MS Word, MS Excel, MS Power point, SPSS & Internet Browsing.

MOTORCYCLE DRIVING: I have capable Motorcycle driving and have a valid driving license no. SN0003224C00006.

REFERENCE:

<p>Mostafa Haider Milon Upazilla Project Coordinator SUCHANA Program, CNRS Sreemongal, Moulvibazar. Mobile No-01712-906326. Email: upc.sreemongal@gmail.com</p>	<p>Sourav Kanti Roy Assistant Project Coordinator SUCHANA Program, CNRS Sadar, Moulvibazar. Mobile No-01716-393086. Email: apc.cnrs@gmail.com</p>
---	---

I certify that the information contained in this document's complete and accurate.

With Regards,



(MD. Mizanur Rashid Chowdhury)