

CURRICULUM VITAE AND CAPABILITY PROFILE

MR. SHYAM KUMAR RAI



Date of Birth : 1985-01-25
 Gender : Male
 Faith : Christianity
 Nationality : Nepalese
 Interests : Travel, Read, Write, Photography

Permanent Address

District : Udayapur, Nepal
 Rural municipality: Rautamai
 Ward No. : 5
 Village : Phoksintar

Temporary Address

1. Nakhipot-14, Lalitpur
2. Tansen-01, Palpa

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A development practitioner (project designer, manager, trainer, monitor & evaluator, researcher, and reporter) since 2011. Prepares and manages ECD, education, child protection, child sponsorship, and reconstruction development projects. A part-time teacher/lecturer of Social Studies, Nepali, and English.

Pursuing MPhil-PhD in Rural Development from the Tribhuvan University. Graduate of Master's Degree in International Cooperation and Development (MICD), Master of Arts in Rural Development (MA), Bachelor's Degree in English Education (B.Ed.), and studied Master's Degree in English Education (M.Ed.).

Have technical skills in need assessments, baseline surveys, budgeting, proposal writing, implementation, monitoring & evaluation, and reporting on education, ECD, child protection, child sponsorship, and reconstruction projects, data analysis with SPSS, website development, and graphic design.

Researched in the fields of education, agriculture, poverty, child labor, agrotourism, and governance. Drafted Anti-corruption policy, gender policy, environment policy, child protection policy, project management guidelines, and strategic plan.

Translated documents from English to the Nepali language and Nepali to English language.

ACADEMIC RECORDS

Degree	Subject	University/School	Completion year
MPhil-PhD	Rural Development	Tribhuvan University	2025-Running
MICD	Cooperation and Development Studies	Mid-West University	2020
MA	Rural Development	Tribhuvan University	2018
M.Ed.	English Education	Tribhuvan University	Thesis left
B.Ed.	English Education	Tribhuvan University	2009
I.Ed.	English Education	Tribhuvan University	2005
SLC	Economics and Education	Government of Nepal	2003

CURRICULUM VITAE AND CAPABILITY PROFILE

TECHNICAL SKILLS, STRENGTHS, AND QUALITIES

- Early and Adult teaching-learning methodology
- Development Project Planning/Preparation/Design
 - Need assessment and Baseline study conduction
 - Proposal write-up/Concept Notes, overall project design,
 - Budget formulation and financial management
- Project management
 - Project Execution/Implementation
 - Data collection and management
 - Data analysis using Excel and SPSS
 - Monitoring, Evaluation, Reporting
- Qualitative and quantitative research
- Training/workshop design, delivery/facilitation; Teacher training
- Website Design, Graphic Design,

Strengths and Qualities

- Strictly meets Deadlines/Timelines
- Flexible, Adaptable, Democratic, Diligent, Humble, self-motivated, independent
- Maintains high **INTEGRITY, Transparency, Accountability, and Truthfulness** at all levels.
- Keeps continuous **LEARNING**.

EMPLOYMENT RECORD

Responsibility	Organization	Period
Nepal Coordinator	Book Buddy Foundation, The Netherlands	2022-current
Correspondence Specialist	World Vision International Nepal	2023-2023
Program Director	Educational Horizons Nepal (EHN)	2016-2021
Field Coordinator	Children At Risk Network Nepal	2012-2013
Program Director	Children of Promise (COP)	2011-2013
Schoolteacher	Kistland Secondary School	2009-2012

TRAININGS AND CERTIFICATION

September 2023 (6 days) **SPSS Data Entry and Analysis**

Global Research Institute and Training Center (GRIT), Kathmandu

January 2024 (1 Month) **Website Design Training**

E-commerce Sathi, Pokhara

May 2020 (2 Hours) **Digital Technology and E-Based Learning in TVET**

Colombo Plan Staff College, Philippines

May 2020 (2 Hours) **Development of Online Teaching and Learning Resources Using ICT**

CURRICULUM VITAE AND CAPABILITY PROFILE

Colombo Plan Staff College, Philippines

Jun 2020 (2 Hours) **Developing Green Skills to Produce Skilled Workers for Sustainable Development**

Colombo Plan Staff College, Philippines

March 2020 (5 Days) **Financial Management Training for Decision Makers**

Nepal Association of Christian Accountants (NACA), Lalitpur, Nepal

January 2016 (5 Days) **Effective Proposal and Report Writing**

International Standard Icon (ISI), Balkumari, Lalitpur, Nepal

January 2013 (1 Year) **Diploma Course on Community Development Management**

Share and Care Nepal, Kumaripati, Lalitpur, Nepal

May 2017 (9 Days) **International Child Development Program/Training**

Early Childhood Education Center (ECEC), Bhanimandal, Lalitpur, Nepal

Baisakh 2063 (2 months) **Office Package in Computer**

Gateway Computers, Lagankhel, Lalitpur, Nepal

LANGUAGE COMPETENCE

Language	Listening skill	Speaking skill	Reading skill	Writing skill
English	Advanced	Advanced	Advanced	Advanced
Nepali	Advanced	Advanced	Advanced	Advanced
Hindi	Intermediate	Intermediate	Intermediate	Intermediate

HOBBIES

- Travelling
- Reading
- Writing
- Research
- Photography/Videography
- Swimming

PROFESSIONAL INVOLVEMENT AND EXPERIENCES

National/International Non-Governmental Organizations Sector

Organization	Book Buddy Foundation, The Netherlands
Position	Nepal Coordinator
Assigned location	Lalitpur, Dhading, Makwanpur, and Udayapur
Period	03 January 2022
Duration of work	4 years, 4 months

CURRICULUM VITAE AND CAPABILITY PROFILE

<u>Responsibilities</u> • Conduct needs assessment and baseline study processes. • Coordinate and correspond with the School Management Committee, including the head masters. • Receive and validate the applications of the interested and needy schools. • Communicate with the funding partners and individuals in the Netherlands. • Implement the library project in the selected schools. • Make MEAL plan • Develop M&E tools • Make monitoring and evaluation visits to the field quarterly. • Document and analyze the project progress data. • Evaluate the project annually. • Report the project to the foundation and respective funding partners in the Netherlands.	
Organization	World Vision International Nepal
Position	Sponsorship Correspondence Specialist
Period	May 2023-Jun 2023
Duration of work	One and a half months
Reason for leaving	My father, 86 years old, suddenly went through a severe physical problem. The 84-year-old mother was unable to care for him fully. I was fully responsible at that time. So, I was supposed to be with my parents.
<u>Responsibilities</u> • Coordinate operations of all Child Sponsorship Business processes in terms of Sponsorship Correspondences for the Field Offices, Urban Programming, and their relevant Aps. • Manage Digital correspondence to maintain timely and quality communications with sponsors/supporters in compliance with WV global standards and key performance indicators. • Provide technical support and facilitate capacity building of WVI Nepal's NO, Field, partner NGOs' staff, and short-term staff to implement SO/RO/GC new initiatives in the Aps. • Identify Sponsorship Business Correspondence-related issues, provide problem-solving or troubleshooting support to districts, or coordinate support with Global Center (GC) when Sponsorship Business correspondence-related issues need to be escalated. • Lead internal and external relationships that are critical to ensure quality correspondence acquisition from WVI Nepal working areas. • Liaise with GC to identify and describe sponsor/SOs' motivations and interests in a way that helps APs to capture correspondences that meet Sponsor/ SO's expectations. • Liaise with GC and NO stakeholders to identify key messages to communicate to sponsors, including (i) key challenges facing children, and (ii) key program achievements that demonstrate change in children's lives. • Support the Sponsorship Manager to identify Sponsorship activities where correspondence processing can be aligned to best capture children's participation and impact through WV's programmes. • Identify, assess, and communicate risks associated with the maintenance and management of Correspondences for WVI Nepal. Coordinate mitigation measures together with the NO Stakeholders, the Regional office RO, and the GC.	

CURRICULUM VITAE AND CAPABILITY PROFILE

Organization	Educational Horizons Nepal (EHN), Lalitpur, Nepal
Position	Program Director
Assigned location	Lalitpur. Frequent visits to Dhading
Period	14 July 2016-14 January 2022
Duration of work	5 years, 6 months
Project Name/s	An Integrated Project on Early Childhood Development and Education
	ECD Classroom Building Reconstruction Project
	My Book Buddy Library Project
Reason for leaving	All the projects were phased out. No other significant projects were in the organization.

Responsibilities

1: Project Planning and Coordination

- Organize different planning and review meetings with project management team members.
- Organize project planning and coordination meetings with SMC/PTA, the office of the ward offices, the rural municipal executive, the then-District Education Coordination Committee, the District Coordination Committee, the then Department of Education (DOE), SWC, and like-minded NGOs.
- Conduct DPAC/project review meetings with the respective government stakeholders.

2: Project Preparation (Need assessment, baseline study/, project design)

- Conduct the Need Assessment and Baseline Studies for the ECDE project, library project, and School Building Reconstruction Project.
- Write the project concept notes and the full proposal on education and the School Building Reconstruction Project.
- Develop and use project results tracking system tools.
- Communicate frequently with the funding partner in Norway for the project design.
- Prepare project operational plans for different projects.
- Prepare Project Exit Plans.
- Write proposals and proceed with project approval from the office of the rural municipal executive in Dhading and the Social Welfare Council.

3: Project Budget Formulation and Financial Management

- Formulate project budget for the Education project, the Library project, and the School Building Reconstruction Project.
- Control the project budget expenditure.
- Work on preventing, handling, and mitigating possible financial fraud and corruption.
- Handle project expenditure verification (bills, receipts) process based on the policy/guidelines.
- Analyse the project budget timely.

4: Project Management (Implementation, Monitoring, and Evaluation)

- Facilitate the Master ToT program for RPs and SS.
- Facilitate Child Development Training for the members of SMC and PTA, and the principals.

CURRICULUM VITAE AND CAPABILITY PROFILE

- Conduct teacher training for ECD class teachers.
- Conduct Parent Education Program for the parents of ECD class kids.
- Conduct International Child Development Program (ICDP)'s theme-based training to parents and school leaders.
- Make overall MEAL plan
- Develop M&E tools
- Make monitoring and evaluation visits to the field quarterly, half-yearly, and annually.
- Analyze and document the M&E data.

5: Project Reporting

- Write Reports of the ECD and Education project, Library project, and the School Building Reconstruction Project quarterly, half-yearly, and annually to the funding partners/donors in Norway, the Netherlands, and Switzerland, the Social Welfare Council (SWC), Office of the Rural Municipal Executive, ward offices, District Administration Office (DAO), and the board.
- Write Project Annual Reports for the general meeting/assembly.

5: Project Reporting

- Report the Education project, Library project, and the School Building Reconstruction Project annually and half-yearly to the board members, general members, and funding partners in Norway, the Netherlands, and Switzerland.
- Report the projects to the Social Welfare Council (SWC), Office of the Rural Municipal Executive, ward offices, and District Administration Office (DAO) annually and half-yearly.
- Write Project Annual Reports for the general meeting/assembly.

6: Stakeholder Engagement/Coordination

- Ensure stakeholder participation in the project implementation, project review, and M&E.
- Conduct meetings with funding partners in Norway, the Netherlands, and Switzerland.
- Develop concept notes and proposals and communicate with potential donors.
- Report projects to the respective donor agencies within the deadline.
- Conduct DPAC meetings with government stakeholders and others.

7: Administrative Management

- Ensure the proper procurement processes of goods and services needed for the project.
- Facilitate the team members for a transparent procurement process.
- Work on preventing, handling, and mitigating possible financial fraud/corruption.

8: Staff Capacity Development/Human Resource Management

- Conduct In-house training for the staff members on project proposals and report writing.
- Involve in all the procedures of staff recruitment for the organization.

9: Organizational Development

- Draft different Policies, Acts, Guidelines, and Standards for the organization
- Draft Strategic Plan for the organization

10: Project Communication/Correspondence

- Submit project information to donors in Norway, the Netherlands, and Switzerland as needed.
- Submit project information quickly to the executive board members as needed.
- Create, edit, and post the project-related content on the website and social media.
- Maintain digital and rich media archives (photos, videos).

CURRICULUM VITAE AND CAPABILITY PROFILE

Organization	Children at Risk Network Nepal (CarNetNepal), Lalitpur, Nepal
Position	Training and Field Coordinator
Assigned location	Lalitpur and Butwal, with frequent visits to Biratnagar, Nuwakot, and Kanchanpur
Period	13 April 2012- 19 August 2013
Duration of work	1 year, 4 months
Project Name	1. Daughter Project 2. Celebrating Children Course (CCC Training)
Reason for leaving	I was supposed to stay with my family in Tansen, Palpa, to take care of my wife and newly born baby, because Tansen School of Health Science (the then Tansen Nursing School) had financed her (nursing instructor at TSHS since 2008) to get higher studies. So, she had an agreement/bond to serve there after the studies. We honestly did not want to breach that bond. So, I resigned from my work to take care of them in Tansen.
<u>Responsibilities</u> <u>1: Project Planning and Coordination</u> <u>Project: Daughter Project</u> - Organize planning and review meetings among the staff members. - Coordinate with the government agencies, the police administration, and church leaders in Rupandehi district. <u>2: Project Management (implementation, monitoring, and evaluation)</u> - Ensure the project implementation in Rupandehi/Butwal with the cluster team members. - Conduct Child Protection Awareness Program/Rally, Door-to-Door Counselling, etc. - Develop M&E tools - Make monitoring and evaluation visits to the field quarterly. - Analyze and document the project results or M&E data. <u>3: Project Budget Formulation and Financial Management</u> - Formulate the project budget. - Analyze and control the project budget expenditure. <u>4: Project Reporting</u> - Report the project results monthly and quarterly to the Executive Director and annually to the Government agency, the District Administration Office. <u>Training Project: Celebrating Children Course (CCC Training)</u> <u>1: Planning and Coordination</u> - Organize meetings with partner organizations in Biratnagar, Nuwakot, Butwal, and Kanchanpur. - Organize meetings in Kathmandu, Biratnagar, Nuwakot, Butwal, and Kanchanpur. <u>2: Project/Training Management</u> - Organize trainings in Kathmandu, Biratnagar, Nuwakot, Rupandehi, and Kanchanpur. - Document and analyze the project-related data. <u>3: Project Budget Formulation and Financial Management</u>	

CURRICULUM VITAE AND CAPABILITY PROFILE

- Formulate the project/training budget. - Analyse and control the project budget expenditure.
4: Project Reporting
Report the project to the Executive Director and the Government agencies timely.

Organization	Children of Promise (COP), Lalitpur, Nepal (Head office: USA)
Position	Program Director (Part-time)
Assigned location	Lalitpur. Periodic visits to Biratnagar, Dharan, Chitwan, and Makwanpur
Period	January 2011- June 2013
Duration of work	2 Years, 5 Months
Project Name	Child Sponsorship Program
Reason for leaving	I was supposed to work as a full-time staff. But I was unable to do so due to my full-time involvement in CarNetNepal.

Responsibilities

1: Planning and Coordination

- Organize planning meetings with the donor organization in the USA and local leaders in Biratnagar, Chitwan, Makwanpur, and Dharan.
- Coordinate with the government stakeholders.

2: Project Budget Formulation and Financial Management

- Formulate the project budget.
- Control the project budget expenditure.

3: Project Management (implementation, monitoring, and evaluation)

- Provide monthly sponsorship in Lalitpur, Makwanpur, Chitwan, Morang, Biratnagar, and Dharan.
- Collect and translate the letters of sponsored children.
- Document the details of sponsored children.
- Monitor the project quarterly and evaluate annually.
- Collect and document the project results at the output, outcome, and impact levels.

4: Project Reporting

- Report the project annually to the donor in the USA and the government agencies in Nepal.

Academic Sector

Organization	Kistland Secondary Boarding School, Jawalakhel, Lalitpur, Nepal.
Position	A schoolteacher of English, Social Studies, and Nepali subjects
Period	January 2009-March 2012
Duration of work	3 Years, 2 Months
Reason for leaving	I wanted to join the development sector to gain new experience, learning opportunities for professional growth, and an interest in reaching many people from diverse communities at a time.

CURRICULUM VITAE AND CAPABILITY PROFILE

Responsibilities

- Teach Nepali, social studies, and English subjects for the students of classes 2 to 10.
- Assist the principal with administrative work, especially in data/record management, communication, and reporting to the then-District Education Office, Lalitpur.
- Organize planning meetings with teachers.
- Coordinate with the then-District Education Office (DEO).

TRAINING, WORKSHOPS, AND FACILITATION DELIVERY

- **Lead Trainer:** I conducted a Parent Education Program for 189 parents in Dhading district on child protection, child development, gender equality, sanitation and hygiene, and parenting roles.
- **Trainer:** I delivered Project Preparation and Management Training of 5 days for NGO workers, especially Educational Horizons Nepal staff members, in 2019.
- **Lead Trainer:** I delivered the International Child Development Program/Training of 12 hours to 9 parents in Lalitpur.
- **Trainer:** I delivered Project Report Writing training of 5 days for the staff members of EHN in 2019.
- **Lead Trainer:** I delivered Teacher Training for the 40 ECD Class Teachers for 3 days for the teachers of Dhading from 2018 to 2021.
- **Trainer:** I delivered Anti-Corruption Training for the staff members of EHN in 2019.

PLANNING MEETINGS WITH DONORS AND GOVERNMENT AGENCIES

- I was involved in frequent planning meetings with HimalPartner, Norway, a member organization of the Norwegian Agency for Development Cooperation (Norad), for *an Integrated Project on Early Childhood Development and Education (2013-2021)*.
- I was involved in frequent planning meetings with the representatives of Interserve Switzerland and the Board of Special Needs, the Netherlands, for the *ECD Classroom Building Reconstruction Project (2017-2018)* managed by EHN in the 2 public schools in Dhading, Nepal.
- I was involved in frequent planning meetings with the Book Buddy Foundation, the Netherlands, for the *My Book Buddy Library Project (2016-now)*, managed by EHN in Dhading, Nepal.
- I was involved in planning meetings with the representative of Edukans Foundation, the Netherlands, for the applied project, the School Education Improvement Project.
- I was involved in several planning meetings with Government agencies (Office of the Rural Municipal Executive, District Education Coordination Committee, School Management Committee, and other stakeholders).

PROGRAM MANUAL/TOOLKIT DEVELOPMENT

- **Project Preparation and Management Guidelines:** I developed it for effective development project design, monitoring, evaluation, and reporting.
- **Office Management Guidelines 2019.** I drafted it for effective office management.

CURRICULUM VITAE AND CAPABILITY PROFILE

- **Result-based Project Preparation and Management Training Module.** I designed it for the Proposal and Report Writing Training for development practitioners.
- **Project Monitoring Tool/Template.** I developed it to monitor the ECDE project managed by EHN. A Tool to record project data that is helpful for project analysis or tracking the results as per the project design.
- **Parent Education Program Module.** I designed it to educate the parents on gender equality, child protection, child development, sanitation, a child-friendly environment at home, etc.
- **Child Development Program for Caregivers Module.** I developed it to conduct child development training for the school leaders, ECD class teachers, parents, and other guardians.
- **Consultation Program for School Leaders.** I developed it to consult the school management committee, parent-teacher association/committee members, and the headmaster for their effective response to the good management of the school, especially the ECD class.
- **Refresher Teacher Training Manual.** I developed it for the training of the ECD class teachers after they received the first phase of teacher training.

POLICY DRAFT

- *Anti-Corruption Policy 2017* for NGO. I drafted it for NGOs.
- *Child Protection Policy 2017* for NGO. I drafted it for NGOs.
- *Organizational Assets Management Guidelines 2018.* I drafted it for NGOs.
- *Code of Conduct 2018.* I drafted it for NGOs..
- *Five-Year Strategic Plan (2020-2024).* I drafted it for EHN.

TRANSLATION

- I translated different documents related to the training of Tearfund, from English to Nepali
- I translated other documents from English to Nepali language.
- I translated different research tools from English to Nepali for a Ph.D. scholar.

RESEARCH WORKS AND ARTICLES

1. 'Contribution of Agriculture to Boosting the Economic Growth over the Last 50 Years (1974-2024) in Nepal' 2025
2. 'Agricultural Transformation in Nepal through the Lens of T.W. Schultz's Perspective' 2025
3. 'Socio-Economic and Cultural Impression of Homestay Agrotourism in Mid-Hill Nepal: An Endogenous Analysis' 2025
4. 'Practices of Good Governance: Dimensions and Challenges over the Past Two Decades in Nepal' 2025
5. 'Child Labor in the Eateries along the Prithvi Highway of Nepal'. 2020
6. 'Effectiveness of Mason in Dordi Rural Municipality'. 2019
7. 'Contributing Factors to Poverty in Chepang Community of Upper Worbang, Dhading, Nepal' 2018
8. 'Factors Affecting the Academic Performance of Students in the Public School of Dhading, Nepal' 2016
9. Human Development Index 2025: Trends, Challenges, and Implications for Rural Development

CURRICULUM VITAE AND CAPABILITY PROFILE

REFERENCES

1. **Ms. Cathy Spierenburg**
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(Advisor)
Educational Horizons Nepal (EHN)
Former Director for MEAL, World Vision International
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3. **Mr. Maheshwar Rai**
(Vice Chairperson)
Educational Horizons Nepal (EHN)
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4. **Mr. Devanand Kadariya**
(Chairperson)
Educational Horizons Nepal (EHN)
Mobile number: 9841586105
Email: devanandkadariya@gmail.com
5. **Mr. Randal Frivold**
(Representative for Nepal)
HimalPartner, Norway
Email: frivold@psmail.net

MY COMMITMENT

The above-mentioned information is true and accurate to the best of my knowledge. Any false information furnished will result in rejection.



Shyam Kumar Rai