

# CURRICULAM VITAE

## RAIS AHMAD KHAN

1.	Proposed Position	<u>Manager-Institutions and Inclusion</u>		
2.	Name of Firm	Inductus Pvt Ltd Gurgaon		
3.	Name of Personnel:	Rais Ahmad Khan		
4.	Date of Birth	10.10.1974		
5.	Nationality	Indian		
6.	Education	Master of Social Work (MSW) Specialisation in HRM and community works		
Name of Institution		Degree(s) or Diploma(s) obtained:	Date	
Optech Computer Centre-Jind,HR		Computer certificate (MS Office)	2002	
AMU, Aligarh		Master of Social Work (MSW)	1998	
AMU, Aligarh		Bachelor of Arts (B.A)	1995	
Shri Gulab Rai Inter College, Bareilly, U.P		Intermediate (12 <sup>TH</sup> )	1992	
Bharat Higher Secondary School- Bhojpuara, Bareilly, U.P		High School (10 <sup>TH</sup> )	1990	
7.	Membership in Professional Associations			
8.				
<ul style="list-style-type: none"><li>• Project Management and Social Entrepreneurship Development</li><li>• Fundamentals of Livelihood Promotions</li><li>• Management Development Program on Cooperatives/FPOs</li><li>• Gender equality and women empowerment &amp; Knowledge management</li><li>• Training on Value link Chain (GTZ)</li><li>• Human Resource Management in Projects</li><li>• Program Foundation training on National Rural Health Mission Schemes</li><li>• Pulse polio Immunization Mission</li><li>• Regional workshops for NGOs on Child Labour</li><li>• MS Office Computer course/Certificate</li><li>• Orientation course on office procedures</li><li>• Presentation skill and report writing</li><li>• Training on Data Analytics</li><li>• Certificate in Computer Application</li><li>• Certificate of excellence in Desktop skill and management</li><li>• Certificate in organizational behaviour</li></ul>				
9.	Countries of Work Experience:			
24 Years Experience in India				
10.	Languages			
Language	Speaking	Reading	Writing	
English	Good	Good	Good	
Hindi	Excellent	Excellent	Excellent	
Urdu	Fair	Fair	Fair	
11.	Employment Record: (Starting with present position)			
FROM: January, 2022		TO: 31.10.2022		
CLIENT:		Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun		

POSITION/S HELD:	Senior Consultant-Livelihood Collectives and Fund Management
FROM: July, 2016	TO: December, 2021
CLIENT:	Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun
POSITION/S HELD:	Programme Manager- Institutions and Gender Head Office Dehradun
FROM: Sept. 2015	TO: July, 2016
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun
POSITION/S HELD	Project Manager, Livelihood Recovery- H.O Dehradun
FROM: April. 2015	TO: August ,2015
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun
POSITION/S HELD	Divisional Project Manager, Kalsi Dehradun
FROM: August, 2013	TO: March,2015
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun
POSITION/S HELD	Programme Manager- Gender and Institutions, Head Office Dehradun
FROM: June. 2007	TO: July,2013
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS) Dehradun
POSITION/S HELD	Divisional Project Manager, Tehri and Almora
FROM: 16 December, 2004	TO: May, 2007
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS)
POSITION/S HELD	Coordination Officer-Gender, NGOs and CBOs
FROM: August, 2002	15 December, 2004
CLIENT	Uttaranchal Women and Child Development Society-Dehradun
POSITION/S HELD	District Project Manager
FROM: July, 2000	TO: July,2002
CLIENT	ASEED- New Delhi
POSITION/S HELD	District Coordinator-District Jind (Haryana)
FROM: May 1998	TO: October, June 2000
CLIENT	MSEDS-Punhana, Gurgaon
POSITION/S HELD	Field Coordinator
12.	<p>Detailed task assigned (list all tasks to be performed under this assignment)</p> <ul style="list-style-type: none"> <li>Providing professional support to the Chief Programme Manager and Project Director on essential aspects for dialogue with Partner Agencies, for project implementation (CBOs/LCs/FPOs Mobilisation</li> </ul>

	<p>and Livelihood development.</p> <ul style="list-style-type: none"> <li>• Liaising with different stakeholder's i.e. Govt, Partner organisations and other likeminded agencies for implementation of project to achieve the desired results.</li> <li>• Working closely in coordination with Managers at PMU and DMU level on various aspects of social development, Drudgery reduction and Gender, institutional and livelihoods development.</li> <li>• Coordinating with M&amp;E wing on data analysis and reports on all inputs provided to district Units (DMUs).</li> <li>• Keeping track of successful staff/producer groups and livelihood collectives that would be useful in preparing lessons on viable interventions.</li> <li>• Collaborating with the community institutions established / formed by other agencies and linking them to leverage the business opportunities.</li> <li>• Linking PGs/VPGs/SHGs/Federations/Cooperatives with bank for the leveraging of finance in livelihood promotion activities.</li> <li>• Gender sensitisation, interventions for gender equity promotions and Mobilise community stakeholders.</li> <li>• Planning interventions for project promoted community institutions/Livelihood collectives strengthening and livelihood promotion in accordance with annual Planning and implementing easy to comprehend formats for capturing relevant data for NGO Performance analysis and fund utilisation/management.</li> <li>• Developing Institutions for business planning, enterprise promotion, Livelihood enhancement and good governance.</li> <li>• Helping divisional units to implement interventions for strengthening community and livelihoods s for timely and significant results.</li> <li>• Reviewing annual targets and budgets for livelihoods enhancement, institution building and community development, revising AWBP six monthly and giving feedbacks to all functional links.</li> <li>• Reviewing participation of women, Disaster affected people, Poor, SC/ST/SECC in community Institutions, livelihoods and training activities &amp; decision making processes in order to build good governance.</li> </ul>	
13	Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned	
	Name of assignment or project:	ILSP ( IFAD Funded)
	Month, Year:	2013 to 2021
	Location:	Dehradun
	Client:	Uttarakhand Gramya Vikas Samiti (UGVS-ILSP)
	Main project features:	<ul style="list-style-type: none"> <li>• Training and capacity building- Good governance, Business skills and Marketing Skills for Institutions, Project and TA staff</li> <li>• Social Inclusion, Gender mainstreaming and Livelihood promotion for women and poor HHs.</li> <li>• Institution building i.e. Producer Groups, Livelihood collectives/FPO formation etc.</li> <li>• Hiring of Technical agencies and consultants for ILSP.</li> <li>• Assessment/Grading of Institutions</li> </ul>
	Position/s held:	Programme Manager Institutions and Gender
	Activities performed:	<ul style="list-style-type: none"> <li>• Guiding To divisional Units (DMUs) on the aspects of community Institutions Building and livelihood promotion</li> <li>• Capacity building of NGOs and CBOs/Institutions</li> <li>• Development of capacity building Module</li> <li>• Performance and monthly review of NGOs/Technical Agencies as per the agreement</li> </ul>

		<ul style="list-style-type: none"> <li>• Performance monitoring of Livelihood collectives and fund release Approval to Divisional Units for LCs and TAs.</li> <li>• Renewal of contract and Livelihood Collectives and Technical Agencies.</li> <li>• Grading of Producer groups and Livelihood collectives</li> <li>• Business assessment of PGs and LCs</li> <li>• Ensuring best documentation in PGs and LGs for good governance</li> <li>• Implementations of performance based incentive system in NGOs, LCs.</li> <li>• Analysis of Drudgery reduction of work load</li> <li>• Conducting regular field visit and provided inputs for improvement in LC Fund management.</li> <li>• Assessment of Livelihood collectives balance sheet and presented data to APD.</li> <li>• Supporting IFAD Missions, reviews and implementing the recommendations.</li> <li>• Prepared guidelines for Livelihood collectives for Share capital use, Dividend distribution etc.</li> <li>• Development of women leadership and gender mainstreaming .</li> </ul>
	<b>Name of assignment or project:</b>	Uttarakhand Livelihood Improvement project (ULIPH-IFAD Funded)
	<b>Year:</b>	2007 to 2013
	<b>Location:</b>	Almora and Tehri (Chamba)
	<b>Client:</b>	Uttarakhand Gramya Vikas Samiti (UGVS)
	<b>Main project features:</b>	<ul style="list-style-type: none"> <li>• Food security and Livelihood Improvement for poor</li> <li>• Women empowerment and Gender sensitisation</li> <li>• Self help Group and Federation formation and Nurturing</li> <li>• Social enterprise development</li> <li>• Demonstration, exposures for community.</li> <li>• Social venture capital investment.</li> </ul>
	<b>Position/s held:</b>	Divisional Project Manager- Almora and Tehri
	<b>Activities performed:</b>	<ul style="list-style-type: none"> <li>• Over all Project Management and execution of project activities, Coordination with Govt. and Partner NGOs.</li> <li>• Preparation &amp; Implementation of AWPB as per Log frame indicators.</li> <li>• Trouble shooting of partner organisations and community issues for livelihood promotion.</li> <li>• Conducting Result impact Management System survey (RIMS)</li> <li>• Conducting Mission (IFAD) visits in the district.</li> <li>• Organising District level review meeting with CDO and Zila Panchayat Adhyaks</li> <li>• Monitoring the performance of NGOs.</li> <li>• Fund transfer to NGOs.and compliance of fund utilisation.</li> <li>• Capacity building to Partner organisations and other Private agencies</li> </ul>
	<b>Name of assignment or project:</b>	ULIPH ( IFAD Funded)
	<b>Year:</b>	2004-2007

	<b>Location:</b>	Almora
	<b>Client:</b>	Uttarakhand Gramya Vikas Samiti (UGVS)
	<b>Main project features:</b>	<ul style="list-style-type: none"> <li>• Food security and Livelihood Improvement for poors</li> <li>• Women empowerment and Gender sensitisation</li> <li>• Self help Group and Federation formation and Nurturing</li> <li>• Social enterprise development</li> <li>• Demonstration, exposures for community.</li> <li>• Social venture capital investment</li> </ul>
	<b>Positions held:</b>	Coordination Officer-Gender, NGOs and CBOs
	<b>Activities performed:</b>	<ul style="list-style-type: none"> <li>• Guiding to Partner NGOs for the Adopting best practices.</li> <li>• Training to NGOs staff and supervising their performance.</li> <li>• Facilitation to implementation of annual work plan.</li> <li>• Liaising to Bankers for Bank linkages</li> <li>• Liaising with deptt. Of social welfare to link vulnerable person.</li> <li>• Conduction of Base line survey and adopting participatory approach</li> </ul>
	<b>Name of assignment or project:</b>	Swa-Shakti Project (World Bank and IFAD funded)
	<b>Year:</b>	2002-2004
	<b>Location:</b>	Dehradun and Tehri
	<b>Client:</b>	Uttaranchal Women and Child Development Society (UWCDS) Dehradun
	<b>Main project features:</b>	<ul style="list-style-type: none"> <li>• Community Institution Development</li> <li>• Federation Development</li> <li>• Community assets creation</li> <li>• Women Empowerment</li> <li>• Micro enterprise development</li> </ul>
	<b>Positions held:</b>	District Project Manager
	<b>Activities performed:</b>	<ul style="list-style-type: none"> <li>• Liaising with all stake holders of the project NGOs Govt., ICDS ETC.</li> <li>• Implementation of project with support of Partner organisation.</li> <li>• Work for women empowerment.</li> <li>• Entering into ToR with Partner organisation and implementation of activities as per ToR.</li> <li>• Liaising with Technical institutions.</li> <li>• Organising project steering committees meeting with District Magistrate and line deptt.</li> </ul>
14.	<b>References (List at least three individual references with substantial knowledge of the person's work. Include each reference name title, phone number)</b> A. Dr. Ahmed Iqbal- (IAS) Additional Project Director –ILSP), Ph XXXXXXXXXX B. Mr. M.S Yadav- Manager HR-ILSP Dehradun. Ph. XXXXXXXXXX C. Dr. Vijay Kumar (IFS), Project Director -ULIPH and ILSP , Ph.XXXXXXXX	
15.	<b>Certification</b>	
	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, the undersigned, hereby declare that I agree to participate with the (Consultant)in the above mentioned request for proposal I further declare that I am able and willing to work ;	

	<p>1. for the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and</p> <p>2. within the implementation period of the specific contract</p> <p>3. I also confirm that I do not have any conflict of interest defined in the RFP and if selected I will comply with IFAD policy on Sexual Harassment, Exploitation and abuse.</p>
	<p>Full name, personal detail and Signature of key Professional personnel</p> <p><b>RAIS AHMAD KHAN</b> H.NO. 14B/1 Develok colony, Phase 2, Near bansal Home Shimla bypass, Majra Dehradun Ph:+XXXXXXXXXXXX Email: XXXXXXXXXXXXX</p>