

1. Proposed Position Manager- M & E
2. Name of Firm: UGVS-REAP
3. Name of Personnel: Dr. Vinay Kumar
4. Date of Birth *****
5. Nationality Indian
6. Education

Name of Institution	Degree(s) or Diploma(s) obtained:	Date
Indira Gandhi National Open University (IGNOU), New Delhi, INDIA	Post-Graduation Diploma in Rural Development (PGDRD)	Pursuing
Shri Dev Suman University, Uttarakhand, INDIA	Master in Sociology	2017
Kumaun University, Nainital, Uttarakhand, INDIA	Ph.D. in Commerce, Thesis title "A Comparative Study of Production and Marketing Problems of Vegetables in Nainital and Udham Singh Nagar Districts of Uttarakhand"	2013
Kumaun University, Nainital, Uttarakhand, INDIA	Master in Commerce	2007
Kumaun University, Nainital, Uttarakhand, INDIA	Bachelor in Commerce	2005
U.A. Board, Ramnagar, Uttarakhand, INDIA	Intermediate (Science)	2002
U.P. Board, Allahabad, Uttar Pradesh, INDIA	High school (Science)	2000

7. Membership in Professional Associations - Life time member of Indian Red Cross Society.

8. Other Training (Indicate appropriate postgraduate and other training)

- ▶ RESULT BASED MONITORING organized by German Technical Programme (GTZ)-Uttarakhand Regional Economic Development Programme (RED), Dehradun, 10th -11th May, 2010.
- ▶ eNGO workshop organized, Nainital by Digital Empowerment Foundation (DEF), 19th March, 2011.
- ▶ Disaster Risk Reduction (DRR) organized by CORDAID, Dehradun, 2012.
- ▶ Disaster Management and First Aid Training Workshop by DDMO Rudraprayg (GoUK) 2013.
- ▶ 'Project Planning, Implementation and Monitoring by INTEL program, Dec 2013.
- ▶ Enterprise Development Training cum Workshop under the "SAKSHAM" Project by PLAN India, Gairsain, March 2014
- ▶ Business Plan Preparation and Entrepreneurship Development from Udyogini, New Delhi, 2014
- ▶ Management Training Development Program on Co-operatives Business Management for Board Members and Employees of Livelihood Collectives of Uttarakhand by Vaikunth Mehta National Institute of Co-operative Management (VAMNICOM), Pune, Jan 2021.
- ▶ Financial Management and Procurement Workshop organized by IFAD in New Delhi 2019.

9. Countries of Work Experience: India

10. Languages

Language	Speaking	Reading	Writing
English	Good	Good	Good
Hindi	Good	Good	Good
Any other (Kumauni)	Good	-	-

11. Employment Record: (Starting with present position)

FROM: Jan 2022

TO: Till Date

CLIENT

Uttarakhand Gramya Vikas Samiti (UGVS)

216- Panditwadi Phase-II, Dehradun, Uttarakhand

POSITION/S HELD

Senior Consultant –LC Orientation, Community and M&E (IFAD- REAP)

FROM: NOV 2017	TO: December 2021
CLIENT	Uttarakhand Gramya Vikas Samiti (UGVS) 216- Panditwadi Phase-II, Dehradun, Uttarakhand
POSITION/S HELD	Manager –Planning Monitoring & Evaluation (PME) with additional responsibility of Manager- Vocational training, Manager-KM at PMU level and nodal officer for district Pauri. (IFAD-ILSP)
FROM: March 2015	TO: Nov 2017
CLIENT	Central Project Coordination Unit (CPCU), Department of Rural Development under Govt. of Uttarakhand, Dehradun, 216- Panditwadi Phase-II, Dehradun, Uttarakhand
POSITION/S HELD	Assistant Manager –PME & MIS at PMU level (IFAD-ULIPH)
FROM: May 2014	TO: March 2015
CLIENT	Society for Uttaranchal Development and Himalayan Action (SUDHA), a non-governmental organization, Almora, Uttarakhand
POSITION/S HELD	Programme Associate at PMU level.
FROM: Sep 2014	TO: May 2014
CLIENT	UDYOGINI, a non-governmental organization working for women empowerment, Chamoli, Uttarakhand
POSITION/S HELD	Associate-Monitoring, Evaluation and Learning (MEL) at PMU level.

12. Detailed task assigned (list all tasks to be performed under this assignment)
- ▶ Manage work plans and budget and ensure relevant annual expenditure are achieved.
 - ▶ Support critical thinking and learning processes such as reflection and review processes, ToC development and clarification, use of project planning questions.
 - ▶ Manage relationships between staff and Programme teams
 - ▶ Seek out and develop new funding opportunities, for evaluations and other pieces of analysis work primarily within the area of capacity building in research communications.
 - ▶ Manage, mentor and support the professional development of Staff
 - ▶ Actively manage staff performance, development and collegiality, addressing issues appropriately as they arise
 - ▶ Supervise and coordinate the work and identify new consultants and associates who can bring in additional expertise.
 - ▶ Establish the M&E system and strategy, including design, data-collection formats, data collection, data-analysis, and reporting format and systems;
 - ▶ Develop a database for the project performance indicators, collect appropriate data from the sources, and maintain the database and prepare reports to meet the reporting requirements of REAP;
 - ▶ Track and analyze progress towards agreed outputs of each of the Project components in line with the monitoring framework;
 - ▶ Flag potential risks or challenges emerging from monitoring information;
 - ▶ Develop the ToRs for the baseline and other monitoring surveys envisaged by the Project and select standards for the consultant organization selected to conduct the surveys
 - ▶ Support the development of the Annual Plan and Budget, ensuring that all aspects of the Monitoring and Evaluation function are integrated. including environmental and social safeguards
 - ▶ Ensure that the information is collected, consolidated and filed with continuity and Collaborate in the preparation of quarterly reports, identifying the differences and similarities between the areas of

intervention.

- ▶ Support the development and implementation of capacity building training programs related to monitoring and evaluation;
- ▶ Participate in annual review meetings that monitor the progress of the Project and define, in coordination with PMU, plans for monitoring micro-projects and establish an analytical and comparative framework for each micro-project clarifying objectives and expected results.
- ▶ Based on the logframe indicators assist the PMU to ensure that the selected indicators for measuring social and environmental development outcomes are included in the M&E project design.
- ▶ Develop standardized methodologies for analysis of data pertaining to social and environmental development.
- ▶ Undertake follow up monitoring to ensure that proposed mitigation measures are implemented according to environmental and social mitigation implementation plan.
- ▶ Maintain and improve safeguard management processes, systems and tools.
- ▶ Compile monthly, quarterly and annual reports on safeguards related issues as part of the M&E reports.
- ▶ Compile and analysis the data pertaining to social impacts against envisaged project outcomes in respect of social development.
- ▶ Communicate learning for internal and external audiences

13. Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned

Name of assignment or project: Manager –Planning Monitoring & Evaluation (PME) with additional responsibility of Manager- Vocational training, Manager-KM at PMU level and nodal officer for district Pauri. (IFAD-ILSP)

Month, Year: Nov 2017 to 31st Dec 2021

Location: PMU - Dehradun

Client: Uttarakhand Gramya Vikas Samiti (UGVS) a society under Rural Development Department GoUK.

Main project features: **Integrated Livelihood Support Project (ILSP)**

The overall objective (goal) of ILSP is to reduce poverty in hill districts of Uttarakhand. This would be achieved via the more immediate development objective of “enable rural households to take up sustainable livelihood opportunities integrated with the wider economy”.

Position/s held: Manager –Planning Monitoring & Evaluation (PME) with additional responsibility of Manager- Vocational training, Manager-KM at PMU level and Nodal Officer for district Pauri.

Activities performed:

- ▶ **Played a key role in developing and implementing M & E systems** to track the project progress against parameters set in Log frame for ILSP.
- ▶ **Monitoring and Evaluation of Executed and ILSP interventions** related to livelihood enhancement
- ▶ **Monitor consolidation of Annual Work Plan Budgets (AWPBs)** of the PIAs as per AWPB guidelines issued by the State Government and IFAD
- ▶ Identified gap and action taken for improvement across the **ILSP interventions**
- ▶ **Concurrent monitoring of implemented** of Food Security Improvement Plans (FSIPs) and Agribusiness Up scaling Plans (AUPs) through 24x7 Management Information system (MIS)
- ▶ **Facilitated procurement processes (Goods, Services and consultancies)** as per Finance & Administration rules and IFAD requirement
- ▶ **Evaluated project interventions to identify key learning, challenges, knowledge capitalization and proactively share with IFAD** and other stakeholders through KM-blogs, newsletters, publications, website and so on for knowledge sharing.
- ▶ Reviewed and collated Division Office **AWPBs, data collection activities, survey work, preparation of various progress reports, Log framework, theory of change and analytical sessions** and facilitate these

at all levels.

- ▶ **Liaison with project partners and stakeholders** for identifying activities under project like vocational training, innovation linkages, facilitating rural finance services etc.
- ▶ **Planned and executed various project studies and survey** like Baseline, Mid-term, End-term, RIMS, Thematic studies, KAP and Annual Outcome Surveys (AOS) for onward submission of reports to the project stakeholders.
- ▶ **Facilitated in developing and mobilizing sound intellectual resources** within the project which is accessible to project beneficiaries in digital and other convenient forms to enable them enhance their knowledge and skills.
- ▶ **Supported project management staff and technical staff** in incorporating gender issues, poverty issues in the project M&E system (performance questions, indicators, sampling, methods, procedures, analysis of implementation and impact)
- ▶ **Facilitated Identify suitable standard courses as per skill demand** of the manufacturing and service industry, agriculture and allied sector, non-farm sector activities for training rural candidates with aptitude to encourage self-employment by setting up of service enterprises or wage employment opportunities.
- ▶ **Anchoring of vocational training programme under UGVS** to meet the set targets of the project in timely and qualitative manner as per the set objectives and norms by Government of India.
- ▶ **Liaison with VAMNICOM, NISBURD, UIRD, TISS, IIM Kashipur, NIRD, KVKs** and other reputed knowledge sharing institute effective execution of social enterprises.

Name of assignment or project: Assistant Manager –PME & MIS, Integrated Livelihood Support Project (IFAD-ILSP)

Month, Year: March 2015 to Nov 2017

Location: PMU - Dehradun

Client: Central Project Coordination Unit (CPCU), Department of Rural Development under Govt. of Uttarakhand, Dehradun

Main project features: Assistant Manager –PME & MIS, Integrated Livelihood Support Project (IFAD-ILSP)

Main project features:

The overall objective (goal) of ILSP is to reduce poverty in hill districts of Uttarakhand. This would be achieved via the more immediate development objective of “enable rural households to take up sustainable livelihood opportunities integrated with the wider economy”.

Position/s held: Assistant Manager –PME & MIS

Activities performed:

- ▶ Ensured that all components of ILSP are **monitored and managed efficiently and effectively** and **ensured adequate management information system / mechanisms** are in place for better accountability.
- ▶ Assisted in **established an effective M&E system** in PIAs i.e. UGVS, PS-WMD and UPASaC.
- ▶ **Developed a complete** effective M&E system from livelihood collectives (field level) to first stakeholder's level to observing of more than 161 livelihood collectives / federations turnover and profit.
- ▶ Reviewed and collated Division Office **AWPBs, data collection activities, survey work, preparation of various progress reports, Log framework, theory of change and analytical sessions** and facilitate these at all levels.
- ▶ Worked closely with the PMU and the Division Office to **undertake RIMS, Annual Outcome and KAPS surveys and participate in the training programmes** of staff for these surveys.
- ▶ **Participated in the development, regular revision and updating of the information system** in coordination with Manager MIS related to progress with the project component monitored identify problems and assess impact accurately.
- ▶ **Assessment of field reports to determine possible implications** for implementation and agree on corrective action with appropriate decision.
- ▶ **Developed convergences with line departments** one on one basis to source materials and technology

	essential for project beneficiaries mainstreaming e.g. SNRLM, Livestock, PSWMD, extension services, Common Services Facilities.
	▶ Accountable for preparation of project AWPB, updating the MIS, keep the M&E system up and running and linking M&E to Knowledge Management.
Name of assignment or project:	Programme Associate at PMU level under Uttarakhand Disaster Recovery Project (UDRP to restore the life flood affected HH by Owner Driven constructing House (ODCH) in the disaster affected districts of Uttarakhand. (UDRP-ODCH-World Bank project)
Month, Year:	May 2014 to March 2015
Location:	PMU – Dehradun
Client:	Society for Uttaranchal Development and Himalayan Action (SUDHA), a non-governmental organization, Almora, Uttarakhand
Main project features:	Programme Associate , Uttarakhand Disaster Recovery Project (UDRP-ODCH-World Bank)
	To restore housing, rural connectivity and build resilience of communities in Uttarakhand and increase the technical capacity of the State entities to respond promptly and effectively to an eligible crisis or emergency.
Position/s held:	Programme Associate
Activities performed:	
	▶ Assisted in Project Management and Implementation Disaster Management, Communication, Planning & monitoring.
	▶ Monitored and evaluate project progress and processes through regular sustained visits to participating communities.
	▶ Facilitated for promotion of the livelihood endeavours of the community , through a multi sector approach.
	▶ Coordinated of multidisciplinary teams within the scope of the work.
	▶ Liaison with different government line departments especially agriculture, education, irrigation and works for dovetailing and convergence of their projects and programs.
	▶ Developed annual training reading material and IEC related leaflets, poster etc.
	▶ Management, liasoning with government to restore the livelihood of disaster affected HH, providing them Grass root Management Training (GMT) and Skill Enhancement Training (SET) for developing sustainable source of revenue.
	▶ Documentation including annual work plan and budget, case study and monthly newsletter.
Name of assignment or project:	Associate-Monitoring, Evaluation and Learning (MEL) with Restore the Livelihood of Flood Affected Households in district Chamoli of Uttarakhand funded by INTEL foundation (RLFAH-INTEL)
Month, Year:	September 2013 to May 2014
Location:	PMU – Gopeshwar, Chamoli
Client:	UDYOGINI, a non-governmental organization working for women empowerment, Chamoli, Uttarakhand
Main project features:	

To rehabilitate and rebuild the lost livelihoods of the people of Uttarakhand who were affected by the Himalayan Tsunami.

Position/s held: Associate-Monitoring, Evaluation and Learning (MEL)

Activities performed:

- ▶ **Management, liasoning with government to restore the livelihood** of disaster affected HH, providing them Grass root Management Training (GMT) and Skill Enhancement Training (SET) for developing sustainable source of revenue.
- ▶ Provided overall guidance during the training session, rehabilitation post disaster, provided assistance for developing agriculture, nonfarm and livestock based enterprises.
- ▶ **Implemented best practices** for developing agriculture, nonfarm and livestock based activity as a commercial level.
- ▶ **Monitor and evaluate (participatory M&E) project progress and processes through regular sustained visits** to partner NGO's and participating communities.
- ▶ Coordination and meetings with various clients like Banks, Insurance Companies, NGOs, MFIs and State Government departments
- ▶ **Documentation including annual work plan and budget**, case study and monthly newsletter.
- ▶ **Maintaining effective linkages with administration & local NGOs** as key contact person

Name of assignment or project: Assistant Manager- Management Information System (MIS) & Project Associate at head office level under Relief work in disaster effective villages in Ukhimath block of district-Rudraprayag, Uttarakhand (project -SDTT), Beekeeping related-Rudrapryag and Chamoli, (ICIMOD), Oak Tasar (CSB), Spices related-Rudraprayag, Tehri, Uttarkashi (Cordaid), Livelihood related (man animal conflict) -Pauri (RBS), Dairy Development related-Rudrapryag, Chamoli, Uttarkashi, Tehri (SRTT), Rudrapryag Chamoli (CITI BANK) etc.

Month, Year: Feb 2010 to Sept 2013

Location: PMU – Guptkashi, Rudraprayag

Client: Appropriate Technology India (AT India) Guptkashi, a non-governmental organization, Rudaraprayg, Uttarakhand

Main project features:

The overall objective (goal) of various projects is conservation through enterprise.

Position/s held: Assistant Manager –PME & MIS

Activities performed:

- ▶ **Responsible for impact assessment** of the projects implemented by AT India.
- ▶ **Developed and maintenance of MIS** (PRA, HH Village survey, Baseline Survey and SHGs)
- ▶ **Preparation of Weekly, Monthly, Quarterly and Annual reports.**
- ▶ **Maintenance of finance on MIS / documentation** in line with preapproved budgets
- ▶ Recommendations to heads on the basis of data measures regarding product performance, livelihood improvement and emerging areas for the development
- ▶ **Collection, compilation and analysis of secondary and primary data** for project stakeholders.
- ▶ **Planning, facilitating and strengthening** of backward linkage.
- ▶ **Regular monitoring & Evaluation** of project implementation at field level.
- ▶ **Developing Product promotional material and assistance to the Finance and Administrative Officer** in various financial and project matters.
- ▶ **Liaisons with other NGOs, agencies, KVKs, Project partners** and line departments.

- ▶ **Production & Business planning** of the local Institutions i.e. federation, SHGs
- ▶ **Documentation of** Annual Work Plan, progress reports, MIS, material for internal and external communication, case studies.

14.

▶ **Research & Publication**

- I. Research Paper published titled "POULTRY FARMING POTENTIALLY PLAY A VITAL ROLE IN INCOME GENERATION & AMP; REVERSE MIGRATION IN HILLS OF UTTARAKHAND" in International Journal of Research and Analytical Reviews (IJRAR), 2020, Vol 7, issue-1, Page No. 434 to 446, E-ISSN 2348-1269, P- ISSN 2349-5138)
- II. Research article published titled "MARKET STUDY: RAW SPICES UNDER LIVELIHOOD PROMOTION OF MASRAS PATTI CLUSTER IN SAHASPUR BLOCK OF DISTRICT DEHRADUN (UTTARAKHAND)" in International Journal of Current Research ISSN: 0975-833X (Volume-8, Issue-4 pp 30124-30128) April, 2016, <http://www.journalcra.com/sites/default/files/14538.pdf>.
- III. Research Paper published titled "ANALYZING PRODUCTION AND MARKETING PRACTICES: PEAS AND TOMATOES IN DISTRICT NAINITAL AND U. S. NAGAR OF UTTARAKHAND" in International Journal of Emerging Research in Management & Technology ISSN: 2278-9359 (Volume-4, Issue-6 pp 188-194) June, 2015, http://www.ermt.net/docs/papers/Volume_4/6_June2015/V4N6-131.pdf.
- IV. Research Paper published titled "APPLICATION OF ACID: FOR DESIGNING ON COTTON KHADI AND KHADI BLEND KURTIES" in International Journal of Emerging Research in Management & Technology ISSN: 2278-9359 (Volume-4, Issue-1, pp 16-20) Jan, 2015, http://www.ermt.net/docs/papers/Volume_4/1_January2015/V4N1-115.pdf
- V. Research Paper published titled "BASIL (TULSI) PRODUCTION IS AN INCOME GENERATING ACTIVITY FOR POOR AND MARGINAL FARMERS IN INDIA" in International Journal of Current Research Vol. 6, Issue, 02, pp.5150-5153, February, 2014, ISSN: 0975-833X, <http://www.journalcra.com/article/basil-tulsi-production-income-generating-activity-poor-and-marginal-farmers-india>
- VI. Research Paper published titled "A COMPARATIVE STUDY OF PRODUCTION AND MARKETING PRACTICES OF VEGETABLES IN NAINITAL AND U.S. NAGAR DISTRICTS OF STATE UTTARAKHAND, INDIA" in International Journal of Advances in Computing and Information Technology. ISSN 2277-9140, pp 569-578, Dec 2012, <http://www.ijacit.com/articles/twelve/vol1issue6/vol1issue6/EIJACIT120071.pdf>
- VII. Research Paper published titled "MARKETING OF SWEET ORANGE (MALTA) IN INDIA" in International Journal of Emerging Research in Management & Technology ISSN: 2278-9359 (Volume-2, Issue-3, pp 45-49) March, 2013. http://www.ermt.net/docs/papers/Volume_2/3_March2013/V3N3-130.pdf
- VIII. Research Paper published titled "A STUDY TO PROMOTE AND STRENGTHEN INCOME GENERATION ACTIVITY (IGA) TO RESTORE THE LIVELIHOOD OF THE PEOPLE AFFECTED NATURAL DISASTER IN CHAMOLI DISTRICT OF UTTARAKHAND" in Bi-Annual Journal of institute of environment and management, ISSN: 0974-4029 (Volume-7, No-1, pp27-28) 1st Jan to 30th June, 2014. http://www.iemmba.com/IEM_JOUR.pdf

15.

▶ **CHAPTER PUBLISHED IN BOOKS**

- I. A case study/chapter published "A STEP AHEAD BY THE COOPERATIVES – MULTIDIMENSIONAL BUSINESS STRATEGY FROM UTTARAKHAND HILLS" book titled "Catalysing Sustainable Development through Producers Collectives: 11 Case Studies from India's Hinterlands Paperback" on 26 November 2021, ISBN 9781639403844, A book by Dr. K. K. Tripathy, Dr. S. K. Wadkar, Ms. Anshu Singh from Vaikunth Mehta National Institute of Cooperative Management (A Grant-in-aid Institution under Ministry of Cooperation, Government of India)
- II. A chapter published "SUSTAINABLE DEVELOPMENT THROUGH LIVELIHOOD ENHANCEMENT ACTIVITY IN RUDRAPARYAG AND CHAMOLI DISTRICTS OF UTTARAKHAND" book titled "Discovering the Himalayas" in 2019, ISBN 9789381913598, A book by Dr. Neeraj Ruwali from Kumaun University Nainital, Uttarakhand.
- III. A chapter published "Co-operative Model of Agriculture Mechanization in Rural Hills of Uttarakhand with its Outcomes" book titled "Agriculture and Industry :Important Pillars of Economic and Social Development" in 2021, ISBN 978-93-88873-11-6, a Navyug Publications book by Dr. Dr. Jyoti Mishra, Dr. Manish Kumar, Dr. Krishna Kumvar Verma from Lucknow, Uttar Pradesh.

16.

▶ **WORKSHOPS, CONFERENCES & SEMINARS ATTENDED**

- I. Research article presented titled "MARKET STUDY: RAW SPICES UNDER LIVELIHOOD PROMOTION OF MASRAS PATTI CLUSTER IN SAHASPUR BLOCK OF DISTRICT DEHRADUN (UTTARAKHAND)" in Three Days' National Seminar on Climate Changes, Resources, Bio-Diversity & Environmental Challenges: Issues and

strategies for sustainable Development, Organized by HNB, Garhwal University, (A Central University) Srinagar at Department of Geography, Pouri Garhwal, INDIA on 28th- 30th October, 2015.

- II. Research article presented titled "A STUDY OF SUSTAINABLE DEVELOPMENT THROUGH LIVELIHOOD GENERATING ACTIVITY (LGA) IN CHAMOLI DISTRICT OF UTTARAKHAND AFTER 2013 DISASTER" in Two Days' National Conference on SUSTAINABLE DEVELOPMENT OF INDIA: CHALLENGES AND REMEDIES (SDICR-2014), Organized by HNB, Garhwal University, (A Central University) Srinagar at Campus Badshahi Thaul, Tehari Garhwal, INDIA on 22nd- 23rd March, 2014.
- III. Research article presented titled "OPERATIONAL BOTTLENECK OF MNREGA IN RUDRAPRYAG DISTRICT OF UTTARAKHAND" in the National Conference on MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (MGNREGA): MYTHS AND REALITIES sponsored by ICSSR, New Delhi, and Organized by S.S.J. Campus, Almora, Kumoun University, Nainital, INDIA on 03rd -04th December, 2010.

References (List at least three individual references with substantial knowledge of the person's work. Include each reference name title, phone number, email)

A. Dr. Naveen Aanand

Freelance Consultant,

e-mail- *****

Contact- *****

B. Mr. Jeevan Cahndra Joshi

Finance Controller GoUK,

e-mail- *****

Contact- *****

C. Mr. Mahendra Singh Yadav

Dy. Director- UGVS-REAP

e-mail- *****

Contact- *****

14. Certification

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 ;

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
2. within the implementation period of the specific contract

15. Full name and Signature of key Professional personnel



Vinay Kumar

Date: 25.11.2022