

# CURRICULUM VITAE



## Personal Details:

1. **Name** : FARIDA EASMIN
2. **Date of Birth** : February 01, 1961
3. **Nationality** : Bangladeshi
  
4. **Mailing Address** : Flat # 2-I (Agora Building), Plot # 04, Block # D, Zoo Road, Section #  
**Mobile** : 02, Mirpur, Dhaka-1216.  
**Email** : 01712596436, Faeasmin@gmail.com
5. **Education** : M.A. in Bengali, University of Dhaka, 1986  
B.A.(Hons) University of Dhaka, 1985  
H.S.C. Dhaka Board, 1980  
S.S.C Dhaka Board, 1977

## 6. Training Received:

- Five days training on Disaster Management conducted by HEED Bangladesh in 2007
- Five days training on Primary Health Care conducted by Marie Stope in 2007.
- Five days training on Gender & Leadership Development conducted by IPSWAM, BWDB in 2006
- Six days training on Project Management conducted by IPSWAM, BWDB in 2005.
- Fifteen days training on Training of Facilitator (TOF) conducted by IPSWAM, BWDB 2004.
- Ten days training on Organizational Management conducted by IPSWAM, BWDB 2004.
- Three days training on Management Information System {MIS} conducted by CDF 2002.
- Seven days training on Agro- based Cottage Industry Product Technology conducted by Bangladesh UNICEF National Commission {BUNC} in 2002.
- Twelve days training on Training of Trainers {TOT} conducted by Communica, NERP in 1999.
- Seven days training on Module Developing conducted by communica, NERP in 1999.
- Two days workshop on WID awareness rising conducted by CPP in 1996.
- Two days Training on Nutrition & Health conducted by CPP in 1996.
- Five days National workshop on Preparation of Beijing Convention conducted by NariPakha in in 1995.
- Two days workshop on WID operational planning conducted by BROTTTEE in 1995.
- Two days training on Compost Making with water hyacinth conducted by CPP in 1995.
- Fifteen days training on Group Formation, Group Management and Water Management conducted by TARD in 1994.
- Seven days training on Family Planning and MCH Services conducted by ICDDR,B in 1993.
- Seven days training on Motivational & Survey Technique conducted by ISPAN in 1991.

7. **Language known** : Bangla – Mother tongue, English - Fluent in speaking, reading and writing

## 8. Employment Record :

- i. **Position held** : **Training Coordinator**, Capacity Building of Small NGOs
- Duration** : September 2006 and continuing
- Employer** : HEED Bangladesh, Dhaka
- Field of work** : Khulna, Jessore, Satkhira, Gopalganj, Madaripur, Joypurhat, Barisal and Dhaka
- Description of duties** : Select the potential partner NGOs, prepare training module on the Primary health care, Disaster management, Leadership & management, PRA, Environment & development, Gender Sensitive organization development and Poverty & development program. Provide training and technical assistance to the Partners NGOs in the areas of Program design, implementation, staff performance and Gender equity strategy. Monitor the

results of project interventions. Prepare & submit training budget, report to the donors and the Project Authority on regular basis. Maintain close liaison with the donors, GOs, NGOs officials in the development sector.

- ii. Position held** : **Socio-Economist (Gender)**, Integrated Planning for Sustainable Water Management (IPSWAM) Project, Bangladesh Water Development Board (BWDB) and Govt. of the Royal Netherlands Assisted, Dhaka.
- Duration** : January 01, 2004 to August 2006
- Employer** : Socio-Consult Ltd. Dhaka
- Description of duties** : Responsible for ensuring women's involvement in local water management systems. Assisting in establishing Water Management Organizations (WMO) at polder level and ensuring at least 30% women membership in the Committees. Motivating women members of the WMOs to involve in Local Contracting Societies (Lcs). Ensuring that women members of the WMOs get trained and are involved with operation and maintenance of the infrastructure built for their benefit. Ensuring that women members also involve with monitoring and evaluation activities of the project. Developed the training materials and PRA tools to assess the women need and conduct the training.
- iii. Position held** : **Executive Director**
- Duration** : July, 2003 to December 2003
- Employer** : Jubo Academy Satkhira (JAS)
- Description of duties** : Finalized the organizational policies, strategies. Looked after overall activities of the organization.
- iv. Position held** : **Program Officer**
- Duration** : July, 2002 to June 2003
- Employer** : Organization of Mothers & Infants (OMI)
- Description of duties** : Responsible of overall management of the project. Contacted Donor agencies and Government officials. Attending seminars, workshops relating to NGO activities, making correspondence with the all concerned offices. Managed, supervised & monitored the all activities of the organization. Prepare and submit reports to the donors and the Project Authority on regular basis. Maintain close liaison with the donors and other NGOs working in the development sector.
- v. Position held** : **Assistant Director (Admin & liaison)**
- Duration** : September, 2001 to June 2002
- Employer** : Thengamara Mohila Sabuj Sangha (TMSS), Dhaka
- Description of duties** : Was responsible for personal management, staff development, and maintenance of liaison with the controlling ministry, donors & govt. official. Preparation of annual report on administration. Responsible for organizing training courses, taking classes as resources person.
- vi. Position held** : **Training Facilitator and Community Organizer** of Kalni-Kushiara River Management Project (KKRMP) and Northeast Regional Project (NERP) of BWDB and CIDA.
- Duration** : April, 1997 to August 2001
- Employer** : Engineering Planning Consultant (EPC) Ltd, Dhaka.
- Description of duties** : Responsible for designing training module, conduct and preparing report and ensuring women's involvement in Block Committees. Assisting in establishing Block Committees (BC) at dick level and ensuring at least 30% women membership in the Committees. Motivating and Ensuring that women members of the BCs get trained and are involved with operation and maintenance of the

- vii. Position held** : WID Field Coordinator, Compartmentalization Pilot Project of Bangladesh Water Development Board (BWDB) and Govt. of the Royal Netherlands assisted, Dhaka.
- Duration** : January 1994 to March, 1997.
- Employer** : Bangladesh Engineering & Technological Services (BETS) Ltd.
- Description of duties** : Prepare the budget for training and other programs, monitoring, supervising and accumulate the report of different program under BWDB. Such as embankment maintenance groups (EMG), Land less contracting society (LCS), social forestry program, functional literacy program, training and workshops. Assisting in design the training programs for the women water user groups specially for EMGs,LCS, legal rights, IGA and worked as facilitator; organizing and facilitating the workshops and field training, seminar, rally, study tour etc. for women WUGs on WID awareness rising including IGA. Establishing and maintain working relationship with all other field Coordinator of socio-economic group and the GOs/NGOs in project area. Organizing and conduction the training program on homestead gardening and demonstration plot of vegetables and livestock for the farm women.
- viii Position held** **Community Organizer.**
- Duration** May 2003 to December 1993.
- Employer** International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR,B).
- Description of duties** Data collection from contraceptive users of MCH program, editing & coding of questionnaire and report writing.
- ix. Position held** **Field Supervisor.**
- Duration** January 2003 to April 1993.
- Employer** Multidisciplinary Action Research Centre (MARC), Dhaka.
- Description of duties** Supervising day to day activities of 8 extension workers (male & female), writing field observation reports, editing & conducting questionnaire for a basic household survey.
- xi. Position held** **Research Assistant,** Irrigation Support Program for Asia and the Near East (ISPAN) Project.
- Duration** August 1991 to December 1992.
- Employer** Development Planners Consultant Ltd, Dhaka.
- Description of duties** Establishing close contact with the people of the rural area, socio-economic survey with emphasis on nutrition, editing and coding of questionnaires and report writing on survey activities.
- xii. Position held** **Lecturer.**
- Duration** January 1986 to July1991.
- Employer** Sarishabari Mohila College, Jamalpur.
- Description of duties** Teaching Bengali at Sarishabari Mohila College.

## 9. Computer skill

(a) MS Word, (b) MS Excel (c) Power Point, (b) Capable of handling E-mail & Internet

## 10. Award

Selected as the best performer of the TOF, IPSWAM, BWDB.

## 11. Documentation:

- Gender Sensitive Organization Development Training Handout • Primary Health Care Training Handout;
- Disaster Management Training Handout • Environment & Development Training Handout;
- Participatory Rural Appraisal (PRA) Training Handout • Poverty & Development Training Handout.

**12. Intellectual Properties:**

- Gender Equity Strategy for NGOs;
- Develop Organizational Assessment Tool in leadership & Management, Gender & organizational development, Primary health care and Disaster management program.
- Designing Training Module for leadership & management, gender & organizational development, primary health care, disaster management, environment & development and PRA;
- Gender Analysis Report on gender discrimination in the project cycle;

**13. Short term consultancy:**

- Training Impact Assessment, UNFPA

14. The statements furnished above are true to the best of my knowledge & belief.

**{FARIDA EASMIN}**

**Reference:**

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03. **Begum Shamsun Nahar,**  
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