

YOGENDRA KAYASTHA



Nationality: Nepali

Contact address: P. O. Box 9210, Kathmandu, Nepal

Contact numbers: +977-9848 304742 (Mobile) / +977-1-6611 455 (work)

Email: yogi.kayastha@gmail.com

Summary of competencies and experience

Yogendra (Yogi) is a project and programme manager with over 20 years of experience working with the development of community based organisations in both the private and public sectors. Yogi has a wide range of experience working with and for both domestic and international government agencies, NGO and INGO, UNDP, UNICEF, USEF and with donor agencies. His specialties are in the field of community development, food security, micro-finance, human resource development and tourism in rural areas, and has direct experience from the different extremes of the Himalayan mountains to the Terai tropical regions in Nepal.

Yogi is characterized as open, friendly, reliable, loyal, structured and cooperative. He is genuinely dedicated to helping others take advantage of opportunities, both in the form of financial support, and also educational, moral and welfare support in general. Yogi is a very outgoing and convivial person, who over many years has built up a wide network of contacts internationally that he actively maintains and develops in order to gain support and help for others locally who are in need. Over the many years as a project and programme manager, he has developed good skills as a communicator, motivator and coordinator based on cooperation and strong relationships.

Education

<u>Date completed</u>	<u>Institution</u>	<u>Degree</u>
1998 - 2000	University of Flensburg, Germany	MSc. (ARTES - Renewable Energy)
1989 - 1995	Tribhuvan University, Kathmandu, Nepal	MSc. (Geology)
1986 - 1988	Tri-Chandra College, Kathmandu, Nepal	BSc.

Areas of expertise

Food and nutrition security, Climate change, Income generation, GESI, Good governance, tourism and renewable energy.

Languages

Mother tongue: Newari

Bi-Lingual: Nepali, Hindi and English

Advanced use (written and spoken): German

Relevant Management Experience

Year	Company	Position
2011 - current	The Development Fund Norway	Country Representative / HDI Coordinator
2009 - 2011	HDI Consortium	Manager
2007 - 2009	Equal Access Nepal	Programme Coordinator
1992 - 1996	KEEP Nepal	Managing Director

Other relevant work experience

Year	Company	Position
2007	Centre for Evaluation (CEval), University of Saarbrucken, Germany	National Consultant
2004 - 2006	UNDP	Monitoring & Evaluation Specialist
2002 -2004	Lotus Energy Pvt. Ltd.	Project Development Officer
2001 - 2002	US Education Foundation in Nepal (USEF Nepal)	Information Officer
2001	Centre for Renewable Energy (CES)	Renewable Energy Consultant
2000	Bayerischer Rundfunk, Germany	Coordinator
1996 - 1997	Lotus Energy Pvt. Ltd.	Project Coordinator
1996	Centre for Renewable Technology (CRT)	Eco-tourism Consultant
1991	US Peace Corps	Language Trainer
1989 - 1992	Environmental Camps for Conservation Awareness (ECCA)	Camp Director / Naturalist

Other skills

Tools: Computer literacy, MS word, Excel, PowerPoint, internet.

Selected relevant management experience

Employer: The Development Fund (DF) Norway DF (www.utviklingsfondet.no)

Time Period: January 2015 to current date - full time position

Position: Country Representative

Work Description:

- **PLANNING:** Assist DF's 11 partners with overall planning, financial management, coordination, monitoring, review and evaluation of DF-funded programmes. Ensure that the women and marginalized groups are included in the planning process. Provide strategic inputs for sustainability and designing of programs.
- **REPORTING:** Ensure timely and quality narrative and financial reporting of DF partners to DF Headquarters in Oslo, Norway.
- **EFFECTIVENESS:** Ensure effective implementation of DF funded projects by local Nepal partners in accordance with results and targets set out in the agreed work plan and strategy through close supervision and monitoring.

- **COORDINATION:** Establish and maintain coordination/linkage of DF Partners -both old and new -with each other. Use Social Media/Facebook group to share information with each other.
- **COMMUNICATION:** Disseminate information received from DF HQ to DF Nepal partners on time. Share DF's anti-corruption policies, Nepal strategy and other relevant information with Nepal partners regularly.
- **TRANSPARENCY:** Provide active support in maintaining transparency, timely implementation and financial discipline in DF Partners. Regularly carry out financial checklist developed by DF. Ensure that good financial policies are in place, and that remarks from the Audit Reports are followed up all partners.
- **DOCUMENTATION:** Maintain up to date documentation of DF partners in Nepal and make the information available to DF HQ whenever required.
- **MONITORING & EVALUATION:** Monitor activities; provide necessary guidance and feedbacks for effective implementation and outcomes of the activities. Ensure that good field monitoring and evaluation systems are in place. Mentor and support senior project staffs and key board members of DF's Nepal partners to ensure effective implementation, monitoring and review of project activities.
- **CAPACITY DEVELOPMENT:** In close collaboration with DF Nepal partners, develop necessary capacity building trainings to enhance essential relevant capacities of board members and senior staff of partner organisations.

Employer: The Development Fund Norway (www.utviklingsfondet.no)

Time period: July 2011 - December 2014

Position: Humla Development Initiative (HDI) Coordinator

Work Description:

- Overall management of the project: conceptualization, planning, budgeting, implementation, coordination, monitoring, review and evaluation, and reporting of Humla Development Initiative (HDI) programme with main goal of increasing food security in Humla.
- Establish and maintain coordination/linkage with HDI consortium, DF partners in West Nepal, relevant stakeholders, donors and like-minded institutions working in the field of food security and agriculture.
- Provide active support in maintaining transparency, timely implementation and financial discipline in all kinds of HDI activities.
- Maintain timely and effective documentation and reporting of HDI and of other projects implemented by DF partners in Banke, Bardiya and Dang.
- Mentor and support project staffs; particularly field officers to ensure effective implementation, monitoring and review of project activities.
- Developing project plans and strategies and suggest revisions/modifications as appropriate in active consultation with the project staff.
- Prepare project work plans in conformity with the strategic project document and in consultation with concerned project staff and stakeholders.
- Provide the consortium board and particularly the development fund yearly proposal with budget on specific deadline.

Employer: HDI Consortium

Time period: March 2009 - June 2011

Position: HDI Manager (based in Simikot, Humla, Nepal)

Work Description:

- Planning, implementation, monitoring, evaluation and documentation of HDI programme in 8 VDCs in Humla, most remote district of Nepal and one of two districts still not linked with national road network.
- Supervise, administer and mentor 9 local staff in Simikot, Humla and plan for their capacity development.
- Establish collaboration and partnership with government and non-government, development organizations and other relevant stakeholders at district level.
- Develop effective communication and coordination mechanism with HDI Consortium and relevant government line agencies.

Employer: Equal Access Nepal (www.equalaccess.org.np)

Time period: May 2007 - January 2009

Position: Programme Coordinator

- Coordinate / develop good working relations with Ministry of Education, Ministry of Communication, donor agencies, civil societies, community based organisations, and other development organizations in the field ICT to promote partnerships and sharing.
- Promote information sharing with the relevant donor communities and community based organisations by initiating consultative meetings with the donors and local partners.
- Provide strategic advice and direct input into the development of detail work plans of the projects.
- Facilitate project implementation and guide partners to increase the effectiveness of the project.
- Monitor, supervise and evaluate the projects and ensure that projects outcomes and impacts are documented and demonstrated.
- Serve as a team motivator and facilitator to build capacities of the office staffs.
- Screening of project partner's proposals for partnership with NGOs and ensure that their capacity is developed.

Employer: KEEP Nepal (www.keepnepal.org)

Time Period: June 1992 - March 1996

Position: Managing Director

Work Description:

- Supervise all administrative, financial, and managerial activities such as the preparation of monthly, quarterly and annual plans and budgets.
- Coordinate with local NGO's, private agencies and government organizations to carry out awareness-building activities in the field of environment conservation and the promotion of eco-tourism in Nepal.