

CURRICULUM VITAE
of
MD. MOKHLESUR RAHMAN

General information:

Name: Md. Mokhlesur Rahman
Date of Birth: January 01, 1979
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Academic qualification:

SL#	Qualification/ Degree	Institution	Passing year	Result
01	MSc in Aquatic Resource Development	University of Stirling, Scotland	2009	B (Good)
02	Post Graduate Diploma in Human Resource Management (PGDHRM)	Institute of Personnel Management, Bangladesh.	2006	Second
03	MS in Fisheries Management	Bangladesh Agricultural University	2003	A
04	BSc in Fisheries (Hons.)	Bangladesh Agricultural University	2001	First

Personal qualities that I bring:

- Have always been proved to be initiative, flexible, self motivated, self driven (being able to work independently/without supervision), quick learner and successfully adapted in different situations and met deadlines.
- Have good anticipation of situations/difficulties and strengths in identifying and solving problems early.
- Experienced in culturally diversified working environment where supervised expatriate staff, people of different language, religion, age, sex and ethnicity; and promoted teamwork.
- Possess rare ability of thinking and working with the minute details without losing focus of the overall goal.
- Contain good knowledge and experience of the national/local NGOs, social organizations, religious and educational institutions, rural poor people, their livelihood and geography of Bangladesh.
- Skilled in working with different groups of marginal/minority/ethnic population in different parts of the country through livelihoods development/food security, emergency relief and rehabilitation and primary health care related program.
- Where applicable operated under the guidance of different standards/protocols (eg. Do 'No harm', Sphere Standards, Hyogo framework etc) of development work.
- Experienced in scaling up as well as downsizing organization in terms of personnel.

Language proficiency:

Besides Bangla and Hindi (good listening with limited vocabulary); have proficiency in English, with excellent written and oral communication skills.

Professional experiences:

Employer	Position	Tenure
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Menonite Central Committee (MCC) Bangladesh	Program Administrator	June 2005– continuing
Achievements- management function: <ul style="list-style-type: none"> • Achieved additional salary increments twice in last seven years in recognition of outstanding leadership provided to the program including the areas of strategic planning, budgeting and management. • Have been providing leadership in administration, logistics and services including livelihoods subsector & value chain analysis, design strategies for livelihoods development, development of training & extension tools and systems, overseeing baseline & impact assessment of program strategies, overall monitoring, evaluation, reporting of livelihoods development program and ensured that lessons are learnt. • Have ensured all legal, contractual and statutory requirement activities (rent agreements, contract with suppliers and service providers etc) for the program and organization that comply with the laws of the land. HR function: <ul style="list-style-type: none"> • As a member of the leadership team and policy review committee of MCC Bangladesh, I have contributed in MCCs continuous struggle to achieve its mission and formation of MCC Bangladesh policies respectively. • Have led the process of Organizational Development (development of HR policy and practice, development and updating of job description, job analysis, development of salary scale and salary restructuring etc) in several partner NGOs by providing training and working with them on individual basis. • Provided leadership to the program staff in delivering quality services guided by the values of Compassion, Respect for the poor, Justice, Simplicity in life style and work style, Non-violence, Integrity and Teamwork. Emergency Relief/Rehabilitation function: <ul style="list-style-type: none"> • Apart from the regular procurement and supply (disposal and selling of used equipments, vehicles etc as well), have initiated and led emergency relief and rehabilitation program/projects including but not limited to the procurement, transportation, safe & timely supply of crop seeds and fertilizers in post flood agricultural rehabilitation; food supply (rice, lentil, oil, salt, ORS, potato, pressed rice) in emergency flood relief project; housing materials like CI sheet, concrete pillars, sized wood and housing accessories in post SIDR housing projects; crossbred heifers, goats, lentils, mustard oilcake and veterinary medicines in asset transfer and relief program for monga affected people in North-western part of Bangladesh. 		
Menonite Central Committee (MCC) Bangladesh	Technical Officer & Principal Technical Officer	June 2002-June 2005
Achievements: <ul style="list-style-type: none"> • Provided leadership in identifying research focus and overall direction to other Technical Officers in conducting agricultural and social research. • Overseen design, implementation and writing of research results done by the technical officers in the farmers field. • Led in adaptation of several agricultural technologies at the field level through on farm research trials. • Developed and updated training module, supervised the same when done by others and facilitated trainings. 		

Some of my sectoral track records:

Strategic leadership and initiativeness

When I resumed my current position in MCC, the whole program was in transition and unsettled. Since then I had to provide the strategic leadership for the program to determine its future. I've led

the whole process of relocating the whole program, unification of scattered units, downsizing when needed and determined the programming strategy especially what needs to be done, where and how it will be done.

In my tenure, I've added several new dimensions (HIV-AIDS awareness, health and nutrition education, working with the local government, promotion of conflict transformation and family relationship in the community, organizational development/good governance in partner NGOs, working with high schools for food security of students family, onfarm research in agricultural field etc.) to the program out of my own initiative, also have eliminated inefficiencies and things that were obsolete. In my current position I've worked under 6 country representatives (5 expatriates and 1 Bangladeshi) in last seven years, and I do believe, without my leadership the program would have never been in the position that it is now, in a situation where there were no long term leadership from the position of Country Representative.

Programming, implementation, Monitoring-Evaluation and Learning

Being in my current position in MCC Bangladesh, I've always formulated the program strategy, developed program and strategic plan, provided leadership to initiate action, solved problems, made decisions, ensured supply of inputs to the program people in timely manner, developed and monitor the program budget. Have monitored and evaluated program performance against the annual and strategic plan.

In addition to the regular programming I've initiated, develop and led several short term (less than one year) emergency relief and rehabilitation projects, and often those projects were implemented in areas outside of regular programming.

Experienced in different kinds of programming like direct implementation or implementation of food security projects through partners; different kinds of partners like, NGOs, educational institutions, local government, Churches etc.; different kinds of people, like different tribes and people of different religions; different geographic areas ranging from the North to the South, different programming themes, like food security, livelihoods and value chain development, income generation activities, livestock (goat, sheep, cow, pig, rabbit, chicken) rearing, vegetable cultivation, integrated pest management in pesticide free vegetable production, composting, on farm research, HIV-AIDS awareness, Arsenic mitigation project in drinking water, health and nutrition education/primary health care, alternative dispute resolution (arbitration, family relationship), appropriate technology, milking project, and emergency relief and rehabilitation (food material, shelter/housing, seed and fertilizer etc).

I've led, coordinated the development of many of the training modules on topics ranging from agriculture/livestock/fisheries related income generating activities to conflict transformation including peer educator training on HIV-AIDS awareness, nutrition and health education/primary health care etc, that the program is currently using.

I've co-led the internal review process of whole MCC Bangladesh as part of the strategic review of the country program in 2012.

People Management

Success of program depends on successful management of program people. Being in my current position I'm very much involved with people management. I've led a team of 5 expatriates and 35 national staff, provided overall supervision to the whole team. Apart from carrying out of day to day HR functions, being a senior member in MCC Bangladesh's leadership team I've contributed significantly in development of HR policy, development and updating of job description, job analysis, salary scale and salary restructuring etc

I've led the process of institutionalize the MCC Bangladesh Gratuity fund and MCC Bangladesh

employee's contributory provident fund, its registration process with NBR and management of the fund. I'm serving as the chairperson of the trustees of MCC Bangladesh employee's contributory provident fund and member of the trustee committee of MCC Bangladesh gratuity fund (Country Director is the chairperson of Gratuity fund board).

Because of my experience of different kinds of programming I have experienced in working with various types of professionals, such as: agriculturist, veterinarian, environmentalist, appropriate technologies, social worker, electrical, water & structural engineer, food technologist, chemist, agricultural extensionist, accountants, economist, doctors and health workers, teachers, social workers, local leaders, and Union council members, Imams and priests etc.

I'm experienced in working with the heads/chief executives as well as implementing staff of at least 25 local NGO/institution partners through the program I've been leading. Apart from overseeing the partnership work, I was also personally involved in building organizational/ Institutional capacity of many partner organizations as well.

Recruitment of expatriate service worker:

Being the program administrator and senior member of leadership team in MCC Bangladesh involved in the process of recruitment and selection of service workers/volunteers that work in the program. The process includes developing the job descriptions, preparing the advertisement, reviewing the personal profile of candidates, selection with the help of North American head office, orientation in the country program, and providing necessary logistic, emotional and spiritual support, supervision and mentoring.

Funding:

I'm experienced in both providing program funding to partner NGOs and receiving program funding from other donors/funders. Due to MCC's policy it usually doesn't receive USAID grants, also usually we directly do not take fundings in Bangladesh country program from donors as well, other than few organizations like Canadian Food Grains Bank (CFGB) and few church groups. I've led the process of receiving the program funding that MCC receives from other Organizations, in last seven years. On the other hand I've pioneered the process of giving program funding/grants to the local partner organizations/NGOs and institutionalized the process (inviting concept note/expression of interest, selection of potential concept, working with potential partners by helping them developing proposals, formalizing the agreement, establishing the monitoring-evaluation framework, providing grants, financial tracking, financial reporting and project reporting etc.).

Networking and representation:

Over the years Being the program administrator in MCC Bangladesh I have worked with around 25 different NGOs and institutions (including churches, schools and madrasahs) through different kinds of partnership ranging from giving grants to reimbursement of costs, costs sharing, or direct implementation of program activities using the institutes as a platform. I've led my program in forming formal partnership, informal relationship, exchange of ideas and information with Bangladesh Agricultural Research Institute (BARI), Bangladesh Agricultural University (BAU), Bangladesh Fisheries Research Institute (BFRI), Bangladesh Livestock Research Institute (BLRI), Department of Livestock Services (DLS), Soil Resource Development Institute (SRDI) and people of different level from government administrative services. I've represented MCC Bangladesh with these organizations with whom we had working relationship, as well as NGO affairs bureau of Bangladesh and National Board of Revenue (NBR) when necessary. I've also led all the partnership agreement process with all the formal Partners of my Program. I've have got a good understanding and experiences of the NGO bureau's regulations and systems, as well as working with employee welfare funds like Provident fund and Gratuity fund. I used to represent MCC Bangladesh in Arsenic Sharing Group (ASG), a forum of NGOs that were working with the mitigation of Arsenic problem in Drinking water in Bangladesh. Also got to know, NGOs working with HIV-AIDS, Primary Health Care, and Family planning. In the process, I got to know many of the International NGOs as well.

Grants management and donor reporting:

Apart from MCCs own reporting and fund management of I'm experienced with Canadian Food Grains Bank's (CFGB) reporting and grant management. In fact I led the whole process of formulation/development of the project, wrote up the project proposal and successfully led the implementation of the first phase. After successful completion, I've also initiated the second phase of the project which is currently going on. I'm responsible for the overall management, grant management and meeting the reporting requirements of the project. And I've been successfully doing that for last seven years. In addition to this, I've also successfully initiated and led several emergency relief and rehabilitation projects funded by different donors, done the reporting and grant management.

Diversified work environment:

I've not known any other place more multicultural than MCC Bangladesh. The team/organization I'm working in has and had many expatriates from different countries (USA, Canada, Great Britain and other countries) national staff from different parts of Bangladesh, of different religions and ethnicity (Muslims, Christians, Buddhist, Hindus, and several aboriginal groups), male and female of different age, different professional and cultural background. I've learnt to enjoy and appreciate the richness of diversity and multiplicity

Apart from the within-organization multicultural settings, the partner and project participants that my program works and has worked with, has and had great diversity. I consider myself privileged of being able to work/get to know so many different kinds of people.

I've implemented program in geographically diversified areas (high land of Madhupur, *Char* land of the major rivers system, Barind tract of the Western part of Bangladesh, Monga affected North-western Bangladesh, cyclone affected Southern part (Bagerhat) of Bangladesh, saline affected South-central part (Greater Noakhali) of Bangladesh, Flood plain of the upper-middle Bangladesh etc.) of the whole country.

Overseas experience:

Have received trainings and visited organizations/NGOs in the USA, Canada, Philippines, Sri Lanka, Nepal, India and Denmark.

Subjects studied in formal education:

Apart from the regular aquaculture related subjects also studied Statistics, Biochemistry, Agril Extension, Rural Sociology, Ag. economics, Aquatic Ecology, Aquatic Environmental Pollution and Toxicology, which served as a foundation for my broader understanding of development work.

Scientific publications:

- Have seven different scientific publications related to fisheries and integrated farming in renowned national and international journals.

Some of the received trainings:

When	What	Where
12 days in June 2001	Basic Training and Extension	Fisheries Training and Extension Project (Phase-II) DoF/DFID
May28-June 03, 2002	Scientific Report Writing	Graduate Training Institute Bangladesh Agricultural University, Mymensingh
Sept 27-Oct-01, 2003	Integrated Water Resources Management	Directorate of Continuing Education, Bangladesh University of Engineering & Technology

May 17-21, 2004	Fundamentals of Peace building	Mindanao Peace building institute, Davao City, Philippines
May 24-28, 2004	Religion; Source of Conflict, Resource for Peace	do
May 31-June 04, 2004	Inter-Faith and Inter-Religious dialogue Initiatives	do
June 15-29, 2007	Training and orientation that MCC organize for its North American service workers to serve outside of north America	Akron, Pennsylvania, USA
July 06-11, 2008	Basic level workshop on Conflict Transformation	Henry Martyn Institute: International centre for Research, Interfaith Relations and Reconciliation, Hyderabad, A. P., India
Nov 10-14, 2008	Training on Analog Forestry	Rainforest Rescue International, Galle, Sri Lanka.
Nov 16-19, 2009	World Appreciative Inquiry conference	Kathmandu, Nepal
June 13 to July 01, 2011	Organic Agriculture and products –in a local and global perspective	Danish Agricultural Advisory Service (DAAS), Denmark
Several times	Project planning, monitoring and evaluation	In service training organized by Canadian Food Grains Bank (CFGB), Mennonite Central Committee (MCC)

Visited overseas organizations/projects:

- Hope for Change, Mindanao, Philippines
- ECHO in Florida, USA
- Bahay Tuluyan and Developer's Foundation in Manila & Kalibo Philippines
- Ten Thousand Villages in Pennsylvania, USA
- Y gro ltd in Kalubowila, Sri Lanka
- Canadian Food Grains Bank (CFGB) in Canada
- Danish Agricultural Advisory Service (DAAS), Denmark
- IDE in Nepal

References:

- **A. N. M. Rezaul Karim**, Ph. D. retired director- research, Bangladesh Rice Research Institute (BRRI); ex-coordinator, IPM CRSP Bangladesh Site, Bangladesh Agricultural Research Institute (BARI), Gazipur-1701, Bangladesh. Cell: 01715-416191 email: anmrkarim@gmail.com, anmrkarim@yahoo.com
- **Mr. Derek D'Silva**, former Country Representative (2009 to 2011), Mennonite Central Committee (MCC) Bangladesh. Cell: 01715-099772 email: derek_dsilva9@hotmail.com

Sincerely yours

Md. Mokhlesur Rahman