**MANAOJ K. BARAL**

**Freelance Consultant (Translation, Editing & Literature Review)**

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| **Summary:** Translation and editing from Nepali to English & English to Nepali - Translating policy, strategies, statue, guidelines, handbooks, articles of Association & Memorandum, stories, reports, movie & documentary subtitles etc. of diverse fields such as DRR, CCA, WASH, GESI, Environment, Education, Development and Economics in both English and Nepali for about 10 years. Performing the translation job keeping feel and sense of source documents, avoid literal translation unless otherwise required, maintain readability status with true and correct information along with through revision, editing and proofreading of translated documents.  |
| 1. **PERSONAL INFORMATION**
 | G:\1. Manoj Personal\photos and pics\Photos training\Single Edited\Manoj Kumar Baral.jpg |
| **Name** | First | Middle | Last |
| MANOJ | KUMAR | BARAL |
| **Nationality** | Nepali | **Marital Status** | Married |
| **Mobile No.** | 9861446523 | **Email:** | Pratik.munal@gmail.com |
| **PAN** | 107076540 | **Date of Birth** | 10 June 1980 |
| 1. **ACADEMIC BACKGROUND**
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| Masters: | English 2008 | Bachelor: | Economics, English and Nepali Journalism, 2006 & Education 2011) |
| 1. **Skills**
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| * Decipher complex sentences having no connective words
* Combine sentences in a quality and readable status in target language from source language
 | * Maintain coherence in terms by keeping institutional memory of technical words
* Logical coherence in paragraphs
* Good typing in English and Nepali (PREETI & UNICODE) both
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| 1. **PROFESSIONAL ENDEAVOR**
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| 1. **Title & Organization**
 | **Consultant, Felt Mart Industry Pvt. Ltd., Kathmandu, 2016/2017** |
| **Related Responsibility** | * Developed organizational Health and Safety Policy, Human Right Policy, Child Labor Policy, Human Resource Policy, Code of Conduct, Environment Policy and prepared procedures relevant to the policies both in English and Nepal.
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| 1. **Title and Organization**
 | **Consultant, Spring International Group, Kathmandu, 2017** |
| **Related Responsibility** | * Prepared business strategy and organizational profile both in English and Nepali
* Translated Articles of Association and Articles of Memorandum in English
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| 1. **INVOLVEMENT HISTORY** (in terms of career and professional development)
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| 1. **Title and Organization**
 | **Program manager/Coordinator**, Environment and Child Concern Organization (ECO-Nepal), Kathmandu; 10/02/2012 – 12/12/2014 |
| **Related Responsibility** | * Prepared Progress and Final report both in Nepali (for organization itself) and in English (for donor agencies) of different projects (UDRR of Oxfam and CCUDRR of Plan International) including other key responsibilities.
* Developed HR and Finance policy, GESI policies, Child Protection Policies and other required strategies, guidelines, training manuals etc. related to DRR, CCA, WASH and both in English and in Nepali as required for the organization function and knowledge management.
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| 1. **Title and Organization**
 | **Editor (PARYAWARAN)**, ECO-Nepal, Kathmandu; April 2010 – January 2012 |
| **Key Responsibilities and Competencies** | * Performed editing of news, article, feature and writing editorial, article and feature for PARYAWARAN Monthly Magazine
* Translated of reference materials, for the magazine, related to Disaster, climate, environment, livelihood, Health, WASH on various issues.
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| 1. **Title and Organization**
 | **Sub-Editor/translator** (PARYAWARAN Monthly), ECO-Nepal, Kathmandu; August 2007 – March 2009 |
| **Key Responsibilities and Competencies** | * Performed editing or news, articles and features related to DRR, CCA, WASH and different environmental issues.
* Translated reference materials in order to feed the information for the magazine
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| 1. **RESEARCH & ASSESSMENT**
 | * Carried out literature review and translated report of group discussion to feed the study "Women Leadership in DRR", 2017 as Team Member ( for Action Aid Nepal)
* Carried out "Mapping Legislative Framework on Emergency Response and DRR", 2013 (LWF Nepal)
* Carried out "Mapping of Civil Society Organization on Children, Risk and Resiliency", 2013 (Plan Nepal)
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| 1. **TRANSLATION, EDITING AND PROOFREADING**
 | * Translation and editing of interviews on Social Development of Children and Adolescents and their reasoning about social hierarchies and social change in Nepal (around 155 interviews of school children; Nepali to English), from September 2017 till January 2018 (for a PhD Researcher on international research project);
* Subtitle editing and translation and editing of Hollywood Movie and TV series (English to Nepali) on multiple genre from December 2017 to till (for iflix)
* Translation of Syracus Code of Conduct, Character and Support (English to Nepali), 2018 (for a translation agency)
* Translation of EDGE Peer group Survey forms (developed by British Council), PGLs Self Efficacy Questionnaire, Brochure of Sister for Sister's Education (English to Nepali), November 2017 (for VSO Nepal)
* Translation of different Children Stories (English to Nepali) 2017 (for an international translation agency)
* Training Manual for Staff and Partner Organization on CBDRR (Nepali to English), 2017 (for VSO Nepal)
* Operational Guidelines for District Led Support Agency (DLSA) (English to Nepali), 2017 (For VSO Nepal);
* Success Stories of Community under Community-led Reconstruction Programme (CLRP) (English to Nepali), 2017 (For Action Aid Nepal);
* Convention on Law of Non-navigational Uses of International Water Course (English to Nepali), 2017 (For Action Aid Nepal)
* Video Script on Soapberries production (Nepali to English), 2017 (For Yeti Media)
* Photo Book on Child Friendly Village (Nepali to English), 2016 (For Plan Nepal)
* Newsletter of NEHHPA (English to Nepali) 2016
* Sendai Framework of DRR (English to Nepali) 2016 (For reference to MDRC Nepal)
* Proposed guidelines on Participatory Monitoring and Evaluation (English to Nepali), 2014 (for Individual Consultants to National Planning Commission)
* Training modules, guidelines and materials on emergency logistics, Operational logistics and Practical logistics (English to Nepali) 2014 (For WFP Nepal)
* Market Assessment for Agricultural Insurance in Nepal (English to Nepali) 2014 (For AFC Consultant International for GiZ)
* Translation editing of Safe School Toolkit (English to Nepali) 2014 (For Plan Nepal)
* Translation WASH documents, DRR and CCA manuals for Oxfam and Plan Nepal, 2013/14
* Translation of flyers containing disaster and climate message, 2012 (for NRRC/UNDP)
* Translation review and editing of Different SOPs for individual consultants/organizations
* Translation of documents related to "WE CAN" Project of Oxfam on various dated from 2009-2011.
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| 1. **References:**
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| 1. **Ms. Jeanine Grutter, PHD Researcher**

email: janeg32@gmx.net  |
| 1. **Ms. Sushila Subba Nepal, VSO International**

Email: Sushila.Subba@vsoint.org |
| 1. **Mr. Shiv Adikari,** Propritor, Felt Mart Industry

Email: feltmartindustry@gmail.com |