Curriculum Vitae



# SANJIDA KAIUM

**Freelance Consultant of Education, Program and Capacity development Communications, Training and Capacity Development of Entrepreneurship development, Women empowerment, SRHR, Gender, Mass Media, SBCC, Counseling and Teachers’ training,**

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**Recently worked with Chittagong Women Chamber of Commerce and Industry, as Additional secretary (CWCCI) and Project Coordinator ILO proGRESS project**

# Profile Summary

Me Sanjida Kaium, Individual Consultant of Education,Training and Capacity Development, have verse experience to work on Communications, entrepreneurship development, Sexual and Reproductive Health and Rights (SRHR), Gender, Media, Health, Education, capacity Development, communication, counseling, Advocacy, Awareness building, mentoring, and Program Development got more than 20 years of experience of design, development of training manuals and facilitation of training courses in the area of communication, Education, Personal health and hygiene, nutrition and Social & Behavioral Change Communications (SBCC). I have completed My Hounors and Masters in English. I have successfully completed **ToT** on **SIYB Modules (GYB, SYB with Business Plan and Green Business)**, Sexual and Reproductive Health and Rights, Administration and management, Teachers Training Right Based Approach (RBA), VAW, BCC, Pedagogy and Advocacy. I worked for Marie Stopes Bangladesh, Pathfinder International, BCCP NHSDP project, Ministry of Education, BIAM Laboratory School, BWCCI, ASOD, Newslets.Inc and. I worked with Friendship international in their Rohingya project on Awareness development on **Gender Based Violence(GBV).**

**I have been working with Bangladesh Betar since 2005 as an anchor, News caster and Program Director.I have worked as communications Consultant of Radio Naf the concern of ACLAB on rohingya issue where I worked to develop and supervise Radio programs on Gender Based**

**Violence, Family Planning, Mother and Child health, Nutrition, SRHR and ASRHR**. I have developed tools and materials for communication, counseling activities and motivating service providers on providing services through proper communication covering campaigning, community mapping, BCC planning.

# Experiences in FGDs, proof reading, transcript development, Interview and translation:

# Experiences in translation, proof reading, transcript development, Interview and FGDs:

# Translated “Child club guidebook assistant” from Bangla – English developed by Stromme Foundation.

# Translated Training materials and scripts developed by Noora Health on maternal and child health

# Translated KII interviews of Care Bangladesh

# Translated Gender Comic books of care Bangladesh

# Regular Vendor of Care for translating Bangla – English and English – Bangla (Manual, transcript, interviews, different documents) and proofreader.

#  Translated drama scripts of Born On Time developed by Plan International

# Translated transcripts as a consultant of Konica Consultants on Family planning methods and nutrition for Rohingya Communities at cox’s bazar, a research conducted by Muslim Hands

# Prepared and translated transcripts for community radio “naf” programs as communication consultant of ACLAB

# Having interviews and conducting FDGs with the project beneficiaries visiting the project areas Khulna, laksmipur and Noakhali of NIRAPOD project and prepared transcripts after arranging them as communications Manager Marie Stopes Bangladesh on Reproductive Health, women empowerment and Gender

# Coordinated a research on Base line and midterm survey conducted by Eminence Bangladesh for Nirapod Project of Marie Stopes.

# Experiences in Training, Evaluation and Capacity development (in brief)

* Worked as:
* Training consultant of Chittagong Women Chamber of Commerce and Industry (CWCCI)
	+ Senior Trainer with Bangladesh Women Chamber of commerce (BWCCI)
	+ Training Consultant of SBCC with Bangladesh Center For Communications
	+ training Consultant with Pathfinder International
	+ Core trainer (Consultant) with Ministry of Education (SEQAEP) project
	+ Training Consultant with DoT consultant
	+ Capacity development and communication consultant with ACLAB and NAF Radio
	+ Training consultant with various organizations

# Experiences related to Gender and Comprehensive Sexuality Education:

* Worked as trainer in piloting the module “Comprehensive Sexuality education with

parents” of Plan International with the parents from Barguna and Bhola.

* Worked as consultant in developing GEMS package for grade Viii & ix – x, for Plan international
* Worked as training consultant on ‘Training on Gender, Adolescent sexual and Reproductive Health & Rights (ASRHR) and comprehensive Sexuality Education (CSE), arranged by Concerned Women for Development.
* Worked as training Consultant on “ToT on Gems package” for the relevant Cox’s bazar team members of Plan International
* Worked as Program Manager in the project “Gender Based Violence (**GBV) and Health**” of Friendship
* Worked As Consultant at Noora Health, Bangladesh

# Employment History:

**Total year Of Experience: 23 year(s)+ Bangladesh Betar: (2005 – till date)**

* Worked as program presenter at Rangpur Betar from 2005 – 2009.
* Worked as anchor in the Magazine program “Shomvar” at Rangpur Betar during 2005 – 2009 where I was responsible for script writing, taking interviews and presenting the whole program
* Have been working as “English News Caster” at Bangladesh Betar Dhaka since 2012.
* Working as Program Director at Bangladesh Betar of an English-Speaking program “Let us Speak English” and completed 450 episodes successfully, where my responsibility is to design, scripting, presenting and directing the program.

# Job Experiences and responsibilities:

1. **Training Consultant: Chittagong Women Chamber of Commerce and Industry(CWCCI)since 2022**

**Key Responsibilities:**

* Providing Training on:
	+ Business management
	+ Business planning
	+ Business communication
	+ Writing Business content
	+ General ToT
1. **Senior Trainer(Consultant): Bangladesh Women Chamber of Commerce and Industries(BWCCI) (June 2013 - 2015)**

**Key Responsibilities:**

* Participated in developing training module.
* Provided training to the women entrepreneurs of Bangladesh in district level on Business management, Entrepreneurship Development and Enterprise development.
* Writing report of the training.
1. **Program Manager – Health(GBV) of Friendship (From January - March 2019),Coxs’Bazar**

# Responsibility(s):

* 1. Prepare internal project plan and budget in a cost-effective manner.
	2. Provide technical support to the field team in implementing the program.
	3. Develop a comprehensive activity plan and guide for timely execution (physical and financial).
	4. Monitor the set indicator and milestone of designed project are implemented accordingly and in case of deviation provide required support, as necessary.
	5. Analyze data that collected from field by the field staff and ensure the proper utilization of the relevant knowledge for future improvement of the projects as well as share with relevant sub sectors.
	6. Apply innovative approaches and promote good practices and support to achieve concrete and sustainable results.
	7. Mentoring the team to ensure that the staffs are fully conversant with the activities, guidelines and indicators etc.
	8. Staff performance evaluation and take capacity building initiatives.
	9. Provide technical support to the team.
	10. Provide technical support to the partners so that they can have clear understating about the accepted outcomes of the projects.
	11. Capacity development initiatives with the partners.
	12. Maintain regular communication with monitoring team to ensure proper

implementation of the project’s activities and objective will be earned.

* 1. Work with the team to determine the means to achieve expected outcomes/results.
	2. Work closely with the Monitoring team ensure adequately capturing of learning and best practices from the projects.
	3. Develop and maintain relationships with other related NGOs/Government /Networks with the objective of raising public awareness.
	4. Represent the organization by attending several external meeting/seminar /workshops at national level.
	5. Develop and guide to implement of effective communication strategies to disseminate health information to different level stakeholders as needed.
	6. Explore and maintain good co-operation / partnerships /networking for ensuring proper functioning of different services provided by government.
	7. Precise reporting on accomplishing indicator of key milestones of projects (quantitative and qualitative).
	8. Preparation of all monthly, quarterly and annual reports.
	9. Preparing case studies and best practices

# Communication Manager (December – 02, 2012 – 12 March 2015)at Marie Stopes Bangladesh

**Key Responsibilities:**

Responsibility – 1: Communications and Advocacy

* Developing Inter and intra organizational communications strategy
* Developing Central level to field level communications strategy
* Responsible for the development of the ongoing oversight of the organizations communications plan
* Plan and implement project advocacy issues to bring expected changes at policy level
* Manage and communicate partners, stakeholders and relevant ministry
* Develop ideas and opportunities for feature articles, interviews, presentations and other public relation activities that promote awareness of the organization and its services
* Plan, implement and manage public relations campaign includes producing following schedule
* Manage organizational communication materials, including e – communication campaign, newsletter, transcripts, annual report, brochures, leaflets, press releases, program flyers and development event collaterals
* Update organizations messaging including umbrella statement for press releases and media coverage
* Maintain key long – term relationships with community groups
* Project a positive professional image for the organization
* Assist in the researching of facts, background information and other required data for grant proposal development

Responsibility – 2: Partners Management

* Maintaining regular communications with partner organizations
* Provide support to the partner organizations as and when needed
* Support partners to maintain the quality of project activities
* Support partners to produce reports and documents on time Responsibility – 3: Material Development
* Developing training manual for the field level staff
* Developing different tools for record keeping
* Developing Orientation and Training manuals for the targeted community. Responsibility – 4: Capacity Development
* Providing Right Based Approach Training to the Doctors and Sevice providers of Govt and NGO Hospitals

Responsibility – 5: Preparing reports quarterly, half yearly and yearly.

#  Core Trainer (Junior consultant) and material developer of English in a Project of Ministry of Education named Secondary Education Quality and Access Enhancement Project (SEQAEP)(From May 2009 – January 2012) .

**Key Responsibilities:**

Responsibility – 1: Research

* To go through the existing English books of the Secondary level of National Curriculum and Textbook Board(NCTB) in detail
* To detect the gaps between existing text books and the public examination system
* To have a research on the educational demand of the Secondary level.
* To have a research on the possible points to establish a good lines between the books and the question pattern of the public exams
* To decide about the inputs that should be developed communicatively into the supplementary materials**.**
* To arrange Need Assessment for having an expert view to provide necessary inputs in the Supplementary materials.
* To had several meetings with the team members and National Consultant to select topics for ToT Manual for the Master Trainers

Responsibility – 2: Material Development

* Selecting Material for the supplementary books with the supervision of the National Consultant
* Taking part in designing the supplementary books with the National Consultant
* Developing TOT manuals for the Master Trainers
* Developing Basic Training Manual for the Teachers
* Developing supplementary material for English for the secondary level students of Bangladesh
* Developing manual for refreshers’ training
* Developing manual for Head Teachers and SMCs
* Preparing Checklist to collect field report Responsibility – 3:Conducting Trainings and Workshops
* Conducting ToT for the Master Trainers according to the ToT manual in 8 batches
* Conducting Need Assessment Workshops
* Conducting Feedback workshops with the Master Trainers
* Conducting Piloting programme for the developed supplementary materials Responsibility – 4:Monitoring and Evaluation
* Monitoring field level institutions
* Preparing and presenting documentation on field visits
* Reviewing field reports and summarize
* Identifying gaps of the program
* Suggest possible solution to them
* Attending coordination meeting with the donor (The World Bank) to share update status of the ongoing programs
* Monitor and Evaluate field frequently
* Taking part in decision making for the further improvement of the programme
* Taking part in review meeting and suggest necessary suggestions
* Preparing checklist and bringing out the feedback of the developed materials

# Training Consultant, IPC/C, NGO Health Service Development Programme(NHSDP),Pathfinder International(from 27 January 2016 to June 2017)

**Responsibility:**

* Capacity building on Interpersonal Communications and Counselling (IPC), maternal health, Adolescent health, general health, reproductive health, family planning and motivation to the clinic managers and service providers of Smiling Sun clinics covering Gender, mentoring, awareness building etc.
* Taking part in module development
* Providing feedback on sessions for further development.
* Preparing batch wise and summary report on training.

#  Senior Training Consultant, Continuing Education Centre (CEC)(From February 2018 to October 2018)

* Capacity development
* Participate in Training Manual development and revision
* Facilitation training sessions
* Providing feedback and re – view
* Providing necessary supports

#  Training Consultant of Behaviour Change Communication (April – 2015 – October 2015 ) at Bangladesh Center for Communications Program(BCCP) NHSDP project

# Key Responsibilities:

* Providing training to the Clinic Managers and Service promoters of Smiling sun clinics on BCC and Community Mobilization
* Motivating clinic Managers and service providers on providing services through proper communication covering campaigning, community mapping, BCC panning
* Preparing report

# Training Consultant – IPCC, SBCC of DOT consultant

**Responsibility(s)**

1. Facilitating Training for the Maternal Health service provider of Born On Time Project
2. Taking part in material development and revising material
3. Participate actively in the meetings and provide feedback for further development
4. Developing relevant training aids
5. Managing different groups with care and dignity

#  Communications Consultant, Radio Naf and ACLAB, (From November 2017 – January 2018)

**Responsibility(s):**

* Donor communications
* Local Government communications
* Communicating stakeholders
* Developing awareness programs for rohingas on Gender Based Violence, Family Planning, Mother and Child health, Nutrition, SRHR and ASRHR.
* Preparing strategic plan to bring the expected outcome of the awareness program.
* Preparing report and documentation
* Representing Radio Naf and its importance to the partners and stakeholders

# Adviser Marketing and Branding, Group 71 Bangladesh:

* Strategic planning for marketing through the Marketing staff
* Developing branding strategies
* Electronic and print Media communications
* Mass communication
* Press communications
* Documentation2.

# Social and Business entrepreneur (Agro based)

# Responsibilities:

* + Developing women entrepreneurs in rural level on Cashew processing
* Coordinate the activities related to Empowering Women and Youths
* Coordinate Skill Development Training
* Ensuring Technical assistance of setting up installation and capacity building of processing unit.
* Coordinate to ensure Processing, packaging and selling of Cashew nut on allocated
* Coordinate supply and sell of raw materials, ingredients, machineries, accessories, utensils, related to cashew project within time frame
* Coordinate with direct and indirect stakeholders ( Locally and Globally)
	+ Coordinate the tempo of the unit
	+ Coordinate the processing process are meeting the time frame of the LC
	+ Coordinate the selection process of the beneficiaries

# Vice – Principal in BIAM Laboratory School, Rangpur.

**Key Responsibilities:**

Responsibility – 1: Administration

* + To develop communication between Guardians and Administrative personnel
	+ To take care of the administrative task of the institution
	+ To prepare yearly Budget
	+ To maintain ACR of the staff
	+ To support the Principal in administrative activities
	+ To attend meeting with the related organization
	+ To maintain correspondence with the Managing committee and SMCs
	+ To prepare notice and regulations for meetings
	+ Develop strong team spirit within the team of teachers and other staffs Responsibility – 2: Developing Teaching Learning situation
	+ Monitoring different classes
	+ Providing feedback to the teachers for their further development
	+ Developing the sense of understanding ability of the Child Psychology
	+ Conducting workshops and training for teachers’ development
	+ Providing necessary supports to improve classroom learning situation Responsibility – 3: Monitoring and Evaluation
	+ To maintain regular monitoring in classrooms as well as the office
	+ To convey updates of the ongoing situation to the Principal
	+ To take part in close discussion with the principal for taking necessary action for the solutions on the ongoing problems
	+ Develop and select strategies to handle different situation in concern with the principal.

#  Senior Trainer(Consultant): Bangladesh Women Chamber of Commerce and Industries(BWCCI) (since June 2013)

**Key Responsibilities:**

* + Participated in developing training module.
	+ Provided training to the women entrepreneurs of Bangladesh in district level on Business management and Enterprise development.
	+ Writing report of the training.

#  Head Of Programmes( February 2012 – November 30th 2012)at Assistance for Social Organization and Development (ASOD)

**Key Responsibilities**

Responsibility-1: Project management

* + Provide strategic and operational oversight and guidance to the projects to ensure the effective delivery of the project
	+ Ensure that implementation strategies and plans are in place and are followed
	+ Ensure coasted work plans are in place in line with approved budgets, and projects are managed against budget plans
	+ Facilitate reflection and learning among projects to build knowledge and understanding
	+ Identify and prioritize technical support needs of projects, and ensure quality technical support is provided to address these needs
	+ Manage revisions of plans and budgets as required

Responsibility-2: Partnership and External relations for operational, technical or strategic reasons, ensuring required approvals (from donor) are secured management

* + Establish strong relationships with external stakeholders, including relevant government agencies, donors, NGOs, relevant networks and associations.
	+ Establish strong mutually accountable relationships with project partners to enabling meaningful involvement of partner NGOs in project planning, delivery and evaluation.
	+ Ensure submission of periodic narrative and financial reports to donor. Responsibility-3: Knowledge Management and Learning
	+ Assist M&E team in developing M&E systems, working collaboratively with relevant teams to ensure alignment with program frameworks as well as donor requirements.
	+ Work closely with projects to ensure quality and relevance of project approaches, drawing from and sharing learning and "good practice".
	+ Plan, coordinate and manage key monitoring and evaluation events, including baseline, end line and formative research.
	+ Support and facilitate the application of monitoring data to revise project strategies and plans.
	+ Document innovations, case studies and other pilot initiatives, involving the project managers and other technical staff.

# Language Skill Trainer at BIAM Foundation

**Key Responsibilities:**

* + Developing Sessions
	+ Designing sessions
	+ Conducting Training
	+ Evaluating the progress of the trainees
	+ Ensuring skill development of the trainees

# Academic Qualification

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| --- | --- | --- | --- | --- |
| **Exam Title** | **Concentrati on/Major** | **Institute** | **Pas.Year** | **Duration** |
| **MA. in Applied Linguistics and English Language Teaching (ELT)** | **English** | **Peoples University Bangladesh** | **2011** | **1 year** |
| **Bachelor of Education** | **Education** | **BIAM Teachers' TrainingCollege,Dhaka** | **2011** | **1 year** |
| **Honours** | **English** | **National University** | **1999** | **3 years** |
| **HSC** | **Arts** | **Govt.Mohilacollege Dinajpur** | **1994** | **2 years** |
| **SSC** | **Science** | **Govt.Girls High School,Dinajpur** | **1992** | **4 years** |

**Training Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training/Workshop/Seminar** | **Institution** | **Tenure** | **Year** |
| **ToT on SIYB Modules (GYB, SYB with Business Plan and Green Business)** | **SIYB foundation and ILO** | **10 days** | **2023** |
| **Training Of Trainers’ (TOT)on RBA,VAW, Sexual and Reproductive Health and Rights** | **Marie Stopes** | **5 days** | **2013** |
| **Training of Trainers on Behavior Change Communications** | **Bangladesh Training and Research Foundation** | **3 days** | **2014** |
| **Training Of Trainers’ (TOT) on****training teachers** | **Institute of Education and Research(IER),Dhaka University** | **6 days** | **2008** |
| **Training of Trainers(ToT) on Business Management** | **Bangladesh Women chamber of Commerce and Industries(BWCCI)** | ***3 days+ 3 days*** | ***2013******and 2014*** |
| **The Orientation on the Project Guidelines of Food and Livelihood Security Program(FLS)** | **Directorate of Women Affairs, Ministry of Women and Children Affairs Bangladesh** | **2 days** | **2012** |

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| --- | --- | --- | --- |
| **Pedagogy course** | **Bangladesh Institute of Education and Management(BIAM)** | **1 week** | **2005** |
| **Continuous Professional development(CPD)** | **Teachers' Training College** | **3 weeks** | **2008** |
| **Secondary Teaching certificate (STC)** | **Teachers' Training College** | **3 months** | **2007** |
| **ESL in environment** | **BELTA** | **1 week** | **2006** |
| **The workshop on finalizing strategic implementation plan for “The Food and Livelihood****Security Program(FLS)”** | **Directorate of Women Affairs, Ministry of Women and Children Affairs Bangladesh and Technical assistant team** | ***2 days*** | ***2012*** |
| **The Workshop on the procedure of the Need assessment and Base line Survey for “The Food and Livelihood Security Program(FLS)”** | **Directorate of Women Affairs, Ministry of Women and Children Affairs Bangladesh and Technical assistant team** | ***4 days*** | ***2012*** |
| **Workshop on Advocacy and its necessity.** | **Concern Worldwide** | **1 day** | **2012** |
| **Administrative and financial management training course** | **Bangladesh Institute of Education and Management(BIAM)** | **1 week** | **2006** |

# Career and Application Information

**Looking For : High level job Available For : Consultancy**

# Proffered Job Category: Communications/Development/Training Preferred Organization Type: INGOs, NGOs, Development Organizations Specialization:

|  |  |
| --- | --- |
| **Field of Specialization** | **Description** |
| * **Communication**
* **Presentation**
 | **Supervision, Monitoring, Building Communication, conducting programmes,** |

|  |  |
| --- | --- |
| * **Management**
 | **Preparing reports, Need Assessment and** |
| * **Training**
 | **management** |
| * **Administration**
 |  |
| * **Advocacy**
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**Extra curricular Activities:**

# Singing, Presenting/announcing programmes, Script writing, Writing poems

**Computer Proficiency: At home with MS word, MS Power Point, MS Excel and Internet browsing**

# Language Proficiency:

|  |  |  |  |
| --- | --- | --- | --- |
| **language** | **Reading** | **Writing** | **Speaking** |
| **Bangla** | **High** | **High** | **High** |
| **English** | **High** | **High** | **High** |
| **Hindi** |  |  | **High** |

**Personal Details:**

# NAME IN FULL : SANJIDA KAIUM

**Father's Name : MD. Jahurul Kaium**

# Mother's Name : Tamanna Yesmin(late)

**Address (Present) : Flat# 3A, House # 556, Road # 9, Adabor, Dhaka Address (Permanent) : House # 141, Road #5, Jummapara, Rangpur Date of Birth : December 7, 1976**

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**Mobile number 01712503743**

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[**Sanjida Kaium**](#_heading=h.30j0zll)