**Samsul Islam**

**Mahi Mansion 03rd floor, Chowdhury Para, Sub-marine Cable Road, Sadar, Cox’s Bazar**

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Permanent Address : - Charlow Rence, Kamal Nagar, Lakshmipur.

Date of Birth : - 10 October 1982

Nationality : - Bangladesh

**SUMMARY OF EDUCATIONAL QUALIFICATION, PROFESSIONAL EXPERTISE & ACCOMPLISHMENT**

**Objective**

Dedicated and resourceful Humanitarian Aid Worker with a strong work ethic and excellent breadth of experience in foreign aid programs. Adopt multitasked ability to handle simultaneous high-pressure and volatile situations with professionalism and efficiency. Obtain a challenging leadership position by applying creative problem-solving and lean management skills with a growing organization to achieve optimum utilization of its resources and maximum goal.

A strong humanitarian aid worker, I demonstrate a deep commitment to human rights, social justice, and the alleviation of human suffering from man-made or natural disasters.

**Professional Carrier Experience:**

I am a development professional with over 12 years of management and content write-up experience in the development areas, especially emergency response, water, and sanitation, health, Family Planning, nutrition, private sector development, humanitarian response, Disaster Risk Reduction (DRR), livelihood, general food assistance & food for work, women empowerment, climate change, and food security so on. I have the ability to manage financial and administrative procedures, excellent project management skills, result-based management, strategic leadership, and operational capabilities. In my career, I have clear knowledge and experience in project proposal, planning, and budget preparation; documentation, report writing; M&E; resource mobilization; capacity development; staff supervision; and training facilitation.

Thematically I have a strong track record working in rights-based approaches in the wider areas of the Humanitarian and Resilience Program, partnership management, mainstream & promoting localization, Protection, Addressing GBV, Sexual Reproductive Health (SRH), Adolescent and youth Services, Financial Inclusion (Livelihood), Strengthening Civil Society, and Civic Institution Building, Social Cohesion, and Resilience, Human Rights, gender equality, safeguarding, Good Governance Strengthening, especially for the empowerment of Children, Women, and adolescents.

Knowledge and experience in Humanitarian Coordination Mechanisms, tools, and techniques. In-depth knowledge of different international standards like SRHR, SPHERE, HAP, INEE, IFRC Code of Conduct, and CHS. In-depth knowledge of development & humanitarian issues gained through study, training, and practical work experience. Thorough knowledge of concepts, techniques, and practices of WASH, CLTS, RANAS, CWB, and Disaster Friendly WASH. Knowledge of best practices in designing, implementing, monitoring, and evaluating all programs (especially Health, WASH, DRM, and FSL programs). Thorough knowledge and understanding of UN, NGO, and GOB DRM, FSL, Health & WASH programs, and management, GOB organizational culture, structure, policies, and development priorities.

Experienced in working in a multi-cultural environment, ability to learn quickly, confidence to take on new challenges, and ability to work independently and flexibly as a highly motivated self-starter, lead and be a team player, strong capacity building/training skills, networking in policy and program fronts.

**Academic Background**

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| **Degree** | **Passing year** | **University/ Institute** | **Division/ Grade** |
| Master of Development Studies (MDS) | 2021 | Southeast University | CGPA: 3.75 out of 4 |
| Master of Public Health (MPH) | 2018 | Daffodil International University | CGPA: 3.8 out of 4 |
| Post Graduate Diploma (PGD) in Supply Chain Management | 2020 | CareersHub Bangladesh | - |
| Post Graduate Diploma (PGD) in Human Resource Management | 2021 | Bangladesh Institute of Human Resource and Management | 3.50 |
| Master of Business Studies (MBS) | 2007 | National University | 02nd Class |
| Bachelor of Business Studies (BBS) | 2005 | National University | 02nd Class |

**Training Obtained**

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| ***Sl***  | ***Name of Training*** | ***Duration*** | ***Organized by*** |
| 01 | Training on Social Cohesion and Resilience | 04 days | Centre for Peace and Justice, BRAC University |
| 01 | Training on RANAS Approach containing activities on field research & interviewing techniques | 06 days | RANAS Ltd., Zurich, Switzerland. |
| 02 | ToT on Comprehensive SRH services for Health Workers | 04 days | UNFPA, CHWG, and PHD |
| 03 | Humanitarian Principles for NGO Senior Managers | 01 day | redr uk and redr india |
| 03 | KOBO, EWARS, ONA, DHIS-2 & HIS software | 06 days | CS Office, HS & WHO |
| 04 | Gender in Humanitarian Action | 02 days | ISCG/UNHCR |
| 05 | Shelter upgrade and DRR | 03 days | IOM |
| 06 | Management Development Programme | 03 days | Marie Stopes Bangladesh |
| 07 | Health, Family Planning, and Nutrition | 03 days | Marie Stopes Bangladesh |
| 08 | Infection Prevention (IP)/Clinical IP | 03 days | Marie Stopes Bangladesh |
| 09 | CLTS (Community lead total sanitation) | 05 days | SAMAHAR |
| 10 | Disaster Risk Reduction | 05 days  | Islamic Relief Worldwide |

**Summary of Professional Background**

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| **Organization** | **Duration** | **Position** | **Project name** |
| BRAC | 04 December 2022 to August 2023 | Deputy Project Manager (Community Health), Health & Nutrition Sector | Humanitarian Crisis Management Programme |
| NONGOR | March 01 to 31 October 2022 | Monitoring and Evaluation Officer | Humanitarian Assistance for Rohingya & Affected Host Community in Bangladesh |
| Dushtha Shasthya Kendra (DSK) | 01 September 2019 to 28 February 2022. | Senior Hygiene Specialist | Improved WASH Services to the Rohingya Refugees Population in Ukhiya and Teknaf Upazila, Cox’s Bazar District. |
| Bandhu Social Welfare Society | 16 June 2019 to 31 August 2019 | Service Centre Manager | Men, Boys, and Transgender SRHR response amongst Host Community and Refugees in Cox’s Bazar. |
| GLOBAL ONE UK | 01st May 2018 to 15 June 2019. | Health Post Coordinator | Maternal Health Interventions for Rohingya Women in Bangladesh. |
| BURO Bangladesh | 18th Sept. 2016 to 30th April 2018. | Assistant Monitoring Officer – Health & Hygiene | Enhanced Institutional Capacity on Water Credit Program. |
| Marie Stopes Bangladesh | May 2014 to 15 September 2016. | Clinic Manager | Urban Health Strengthening Care for Poor Mothers and Newborns Project. |
| Swanirvar Bangladesh | 03rd November 2013 to 30th April 2014. | Clinic Manager (Surjer Hashi Clinic) | NGO Health Service Delivery Project (NHSDP). |
| PRIP Trust Bangladesh | 17th December 2012 to 02nd November 2013 | Programme Officer | Engaging Women in Local Government Standing Committees (Finance by – SDLG/USAID) |
| RDRS – Bangladesh | 27th July 2011 to 15th December 2012 | Field Coordinator | Food Security – Soil Fertility and Livelihood Component Project. |
| SAMAHAR | 1st September 2010 to 15th July 2011. | Upazila Coordinator | Hygiene, Sanitation, and Water Supply Project. |
| Islamic Relief Worldwide | August 2008 to July 2010 | Accounts Officer | SIDR recovery program and WFP-funded General Food Distribution and Cash for Work Program. |

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**Details of Responsibilities -**

**Planning and Strategy Development** -

1. Able to make planned & disseminated program schedules for all activities to staff & management.
2. Lead on developing assessments, including inter-sectoral assessments to inform evidence-based planning.
3. Ensure integration of agreed priority cross-cutting issues in needs assessment, analysis, planning, monitoring, and response.
4. Prepare a detailed implementation plan for program implementation in coordination with higher management and donor agencies.
5. Able to make operational guidelines, prepare a monthly project implementation plan, and staff performance system, and coordinate with visitor’s teams, and senior project manager.
6. Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility.
7. Track project performance, specifically to analyze the successful completion of short and long-term goals.

**Program Development, Implementation, and Oversight -**

1. Propose and provide technical support development of new assessment tools and all relevant actors in site needs assessment and analysis.
2. Ensure that cross-cutting issues are consistently and adequately addressed, and protection mainstreamed in all sites.
3. Ensure the design of IEC tools and the implementation of promotion activities within the communities;
4. Ensure the timely submission of FD-6/7 and obtain collective completion certificates from the local authority for NGOAB and other government agencies.
5. Provide strong leadership of the assigned health projects, working to ensure both short and long-term positive impacts and outcomes for the beneficiaries, local health authorities, and local health staff.
6. Ensure implementation of hygiene promotion activities focused on Behavior Change Approach through the implementation of CLTS, CCC-PLTH, Children-focused Hygiene Promotion, and RANAS.
7. Ensure that there is adequate support and capacity building for the project staff to implement integrated hygiene promotion in line with the donor and sector frameworks and strategies and consistent with relevant organization policies, guidelines, and standards.
8. Ensures timely and effective implementation of the program according to approved work plans, budgets, regulations, and policies.
9. Responsible for implementing soft and hard DRR projects such as 1) Awareness-raising activities of the community; 2) capacity building of the CPP volunteers; 3) small-scale mitigation measures as identified in community risk assessment in assigned areas; 4) Emergency response.
10. Scale up the program as appropriate, through partnerships, consortiums, or other modalities, to ensure vulnerable populations are reached with life-saving disaster readiness interventions.
11. Ability to influence others at community and institutional levels to mainstream localization through capacity building and building local humanitarian leadership at the community level, and receptive understanding of localization issues.
12. Coordinate capacity-building initiatives and identify gaps in staff capacity related to localization to strengthen humanitarian interventions.

**Advocacy & Resource Mobilization** -

1. Advocate with authorities to ensure that humanitarian agencies/organizations providing assistance and protection to residents in communal settings have access to work there.
2. Advocate for donors to fund cluster/sector member priority activities in the sector concerned, and encourage cluster/sector members to mobilize resources through their usual channels.
3. Promote strategies to build up and strengthen confidence within communal settings and between displaced populations, and surrounding and host communities.
4. Identify core advocacy concerns at the national level and contribute key messages to broader, multi-sectoral advocacy initiatives.

**Preparedness and Training Capacity** -

1. Provided training & orientation on capacity building to all project staff and CBVs at the field level for response to COVID-19 & effective WASH program implementation.
2. Maintain full qualitative and quantitative records and reports of activities, disaggregated by age, gender, and diversity where appropriate as per Donor/Sector requirement.
3. Support efforts to strengthen the capacity of the national authorities and civil society;
4. Develop training material and conduct pieces of training for relevant staff and when needed for other stakeholders.
5. Provide training and orientation to increase the capacity of project staff and volunteers.

**Coordination, liaison, partnership, and donor engagement -**

1. Ensure appropriate coordination and liaise with all humanitarian partners, local & national authorities, camp committees, donors, and other stakeholders in ensuring that activities and camp management exercises are aligned with the camp’s needs.
2. Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups, clusters, and strategic advisory groups at the national and, if necessary, local level.
3. Ensure appropriate links with national and local authorities, CBOs, state institutions, local civil society, and other relevant actors and ensure coordination and information exchange.
4. Support the establishment of complaints and case referral mechanism which ensures confidentiality.
5. Work closely with new partners at the community level and other partners to proactively strengthen community-based awareness and early warning initiatives.
6. Negotiated, coordinated & promoted excellent relations with CIC Office, DC & UNO Office, NGO, INGOs, WaSH/HP TWiG, NGO partners, other stakeholders & ISCG.
7. Provided WASH coordination, lead & expertise as a focal person & Liaison Officer in WASH sectors within UNICEF, Government (CIC &, etc.), and UN-related agencies.
8. Organize Local-level sensitization and advocacy meetings & Networking with other UN/INGO, RRRC, DC Office, UNO Office, CIC Office, Sectors, and other GO & local organizations.
9. Participate in health coordination meetings, training, and other working groups, representing donors and feeding back on relevant issues.

**Quality assurance, Learning, Innovation, and Knowledge Management -**

1. Support the establishment of complaints and case referral mechanism which ensures confidentiality.
2. To support the team in drafting knowledge products and training tools on relevant technical topics for various internal audiences.
3. Continuously monitor and supervise health activities, evaluating progress through outputs and impacts using both quantitative and qualitative data, and involving the health team.
4. Facilitate regular meetings to assist information sharing between project staff, to ensure all staff members are aware of current work plans, and to provide the opportunity for feedback.
5. Ensure projects are implemented in line with donor requirements and in accordance with sectors, donor, country, and international standards i.e. Sphere and HAP standards.
6. Ensure program standardization and sharing of experiences, lessons learned, and good practices across all sector-managed sites.
7. Provide technical support on a common means of reporting, analyzing, and publishing data for humanitarian community-led interventions to track localization commitment progress.
8. Conduct needs assessment and baseline surveys to provide community-level health services, as well as hygiene kits, dignity kits, WASH, NFI, IGA program, and food assistance.
9. Support the GOB counterpart to monitor PPFP/PAFP services ensuring the quality of care at the facilities.
10. Increase the capacity of existing health systems to provide high-quality sexual and reproductive health (SRH) information and services centered on family planning in project intervention areas.

**Financial Management, Administration, and Procurement -**

1. Prepare procurement plan, submit project procurement requisition, check budget provisions and keep liaison with procurement, admin, and logistics for ensuring necessary support for the project.
2. Prepare monthly plans for implementation in line with the approved budget for effective execution of the project activities as stipulated in the project document
3. Ensure budget tracking; facilitate financial flow and proper utilization of project funds. Monitor expenditures based on the approved budget. Flag any overspending/underspending to the line manager.
4. Ensuring logistics management, especially inventory control, store management, procurement management, transportation & distribution management.
5. Manage the health budget for the projects and ensure all expenses are according to budget and meet the donor standards regarding financial management, including accountability and good governance.
6. Support the logistics activities of health staff, particularly in relation to the purchasing of medicines, supplies, and equipment for the assigned health facilities and activities.

**Monitoring & Evaluation, Documentation, and Reporting -**

1. Assist in the development of the M&E framework and provide orientation to the staff on the M&E framework.
2. Ensure proper and quality documentation of organizational achievements, lessons learned, and important events.
3. Regular monitoring of the project’s progress and performance through frequent field visits, staff meetings, and feedback.
4. Provide technical and methodological support to programs for the implementation of M & E activities, data management (development of questionnaires for surveys, sampling, input method, extraction of useful data & interpretation) & integration of cross-functional issues.
5. Enter and track all complaints and feedback received and ensure proper documentation of data in the KOBO system and keep up-to-date records in order to generate regular reports;
6. As per guideline reports provided at different stages like as DONOR, Sectors, DGHS, EWARS, Internal Health Service Software, DC Office, UNO Office, DHIS-2, CIC & camp level health & WASH focal point.
7. Support the development of effective data collection tools for routine monitoring, project databases, and reporting formats for existing and new projects.
8. Develop and prepare monitoring tools, formats, quantitative and qualitative reports, and performance indicators/checklists.

**Accomplishments**

**Program/ Project:**

1. Generate evidence-based reports, and document case studies, and best practices.
2. Ensuring sustainable sanitation, solid waste management, and water safety plan.
3. Ensure community engagement and participation.
4. Promoting maternal and child health at the community level, such as encouraging normal delivery, enhancing family planning, MR, and PAC, especially on LARC/PM services delivery and RTI/STI services, and reducing cesarean delivery.
5. Uninterrupted supply of FP products and logistics is ensured through the development of good relations with government offices.
6. Ensuring women empowerment in the local government sector and activating women-led Union Parishad Standing Committees (SC).
7. Changes in strategic behavior at the community level are ensured.
8. Obtaining experience in dealing with disasters and planning, and quickly in emergency responses.

**Policy Initiative and Advocacy:**

1. Good understanding of basic human rights.
2. Strong skills in Networking and liaison with local counterparts.
3. Knowledge of capacity-building tools and techniques.
4. Knowledge and handled strategic partnerships management.
5. Identified gaps in the address of cross-cutting issues.
6. Assist to prepare different types of policies, guidelines, and manuals.
7. Sound Knowledge of Child Right Policies, gender equality, safeguarding, PSEA policies, Core humanitarian standards, and Sphere standards.
8. Develops and implements operational plans, policies, and goals that further strategic objectives.
9. Conduct capacity and vulnerability assessments in identified communities.
10. Facilitate the development of contingency plans in targeted communities and areas.
11. Conduct awareness-raising activities on community-based disaster risk management.

**Training, workshops, and meetings:**

1. Conduct training needs assessment both in staff and beneficiaries.
2. Assist to prepare the training manual and module.
3. Assist and technical support to develop IEC and training materials.
4. Conduct training, workshops, meetings, day observation, and mass gatherings.
5. Assist to prepare training reports, training calendar, and budget.

**Personnel & Software skills and Finance management:**

1. Excellent communication skills in both Bangla and English.
2. Good analytical skills and good drafting capabilities.
3. Strong interpersonal communication, facilitation, and mobilization skills.
4. Honest encourages openness and transparency; demonstrates the highest levels of integrity.
5. Ensure an enabling work environment.
6. Ability to foster collaborative, transparent, and accountable relationships.
7. Sound knowledge and strong skills in Performance Management and staff development.
8. **Manage and handle effectively risk management.**
9. Have excellent knowledge of reporting format and computer operating procedures such as MS Word, Spreadsheet, Internet browsing, SPSS, KOBO, ONA, DHIS-2, EWARS, ONA, 4Ws, and PowerPoint**.**
10. Skills in stuffing evaluation & final appraisal.
11. Has good knowledge and experience in handling conflict management efficiently.
12. Prepare project budget, budget forecasting, monitor budget realization, and revision of the budget.

***Reference***

**Prodip Kumar Roy Raihan Mahmood Kadery**

Joint Director Acting Country Manager

Dushtha Shasthya Kendra (DSK) GLOBAL ONE UK

Cox’s Bazar. Bangladesh Country Office, Dhaka

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***Certification***

I, the undersigned, certify that to the best of my knowledge and belief, this detailed information is true and correct including my educational qualifications, experience, and competencies.

Yours sincerely

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***SAMSUL ISLAM***

**September 08, 2023**