

## **CURRICULUM VITAE**

- 1. NAME** : **M.U.M. Abdul Maleque**
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- 3. PRESENT CONTACT** : Bashundhara (Baridhara) R.A., Block-A, Road-15,  
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muma.maleque77@gmail.com
- 4. EDUCATION** : M.S. (Ag. Econ.)- from American University of Beirut, Lebanon  
M.Sc (Ag.)-from Bangladesh Agril. University, Mymensingh .  
CDS-from North South University, Dhaka.  
LL.B. –Uttara University, Dhaka.

## **Career –a Pen Picture**

I have become a competent and resourceful Development Planner and Development Practitioner following over 25 years of professional work experiences in responsible and leading positions in different national and international NGOs; donor aided projects; donor agencies; UN agencies; and International Consulting Company. My esteemed employers include RDRS, Dhaka Ahsania Mission, Plan International Bangladesh, ActionAid Bangladesh, GTZ, UNDP, ILO, IRRI, and MAXWELL STAMP Plc.

**Expertise and Specialization** gained in course of my association with various development organizations are broadly categorized as Project Development and Planning; Project Management; Monitoring and Evaluation; Training and Capacity Building; NGO Contracting; and Partnership Building; and freelancing and outsourcing.

**Freelancing and outsourcing** experiences for several years involving web content writing and articles writing ;SEO optimization; website design and development in WordPress platform; digital marketing; and YouTube channel creation and video creation.

**Planning, Monitoring and Evaluation** work experiences for more than 15 years. Worked as National Consultant (M&E) in MAXWELL STAMP PLC/CLS -an International Consulting Company. I worked as National M&E Expert in GTZ (German Technical Cooperation Agency) for about 7 years. I worked as Programme Officer (M&E) in UNDP; as M&E Specialist in CDSP (a Dutch Funded Project); as M&E Specialist in IRRI-Bangladesh; and as Senior Consultant (Planning and Evaluation) in PHD/DFID—a private Consulting Company. I also worked as Research/Monitoring Coordinator in RDRS- a leading NGO in Bangladesh.

**Project Management and Implementation experiences** for over 10 years. I worked for about 3 years as National Project Coordinator (NPC) in ILO (International Labor Organization) and implemented and managed a project through local NGOs in Bogra and Tangail districts. I also worked as Director (Program) in Dhaka Ahsania Mission-a leading NGO in Bangladesh; and

implemented and managed programs across Bangladesh. I worked as Head of Programme and Country Director (a.i.) in Islamic Relief Worldwide and managed the programs and country operations across Bangladesh I also worked as a Project Director in Plan International-Bangladesh.

**Professional Papers** have been produced including project proposals; project planning documents; country strategy papers; Operational Manuals for Project Review and for Monitoring and Evaluation; Handbook for Monitoring and Evaluation; NGO Capacity Assessment tool; Periodical Progress Reports for donors; Baseline Study; Impact Evaluation and the like.

**Facilitated/Conducted** many training and workshops for staff as well as for NGO beneficiaries on M&E Matters and Project Planning and Management.

**Master Degree in Agricultural Economics** from the prestigious American University of Beirut, Lebanon. Master Degree in Agriculture from the Agricultural University at Mymensingh-Bangladesh and a Certificate course in Development Studies from the North South University, Dhaka.

**Training and Certification** in both home and abroad on various professional skills including Goal Oriented Project Planning (GTZ); Logical Frame-Work (GTZ); Planning, Monitoring and Evaluation (GTZ, COADY International-Canada)); Skills in Project Management and Communication (ATI-Bangkok); Project Cycle Management (MDF-Sri Lanka); ZOOP Moderation and Facilitation (GTZ); Capacity Works (GTZ); Development Management (CARITAS); Development Communication (BRAC).

**Special Skills and Certification:** Web-content writing and blogging (Upwork); Technical writing (Upwork); Search Engine Optimization-SEO (Upwork). Killer content writing (Fiverr); Copywriting (Fiverr); Social Media Marketing (Fiverr); Digital Marketing (Fiverr). Web-design and development in WordPress platform.

**Certified ZOPP Moderator** (Goal Oriented Project Planning) and produced many Planning Documents for different projects.

## 5. PROFESSIONAL EXPERIENCES:

SECTORS	ORGANIZATION	NATURE OF ORGANIZATION	POSITION	Year
<b>Current Job</b>	Fiverr.com Frelancer.com	Online Market Places	Professional Freelancer	2017-til date
	Grameen Shikkha Samity	National NGO	Chairman & Executive Director	2016-til date
<b>Monitoring and Evaluation</b>	MAXWELL STAMP PLC	Consulting Company	National Consultant( M&E Manager)	.2014 -2015
	Self	Individual	Independent Consultant-	2012- 2014
	IRRI	International Research Organization	Monitoring and Evaluation Specialist	2010-2011
	GTZ	Technical Cooperation Agency	Monitoring & Evaluation Expert	2009-2010
	SDF	Government Sponsored Company	National Livelihood Consultant	2008-2009
	PHD	Not for Profit Organisation	Senior Consultant(Planning, monitoring and evaluation)	2004-2005
	UNDP/UNOPS	UN Agency	Programme Officer (M&E)	1999-2000
	IDE-Bangladesh	INGO	General Manager (Planning, Monitoring & Evaluation)	1998-1999
	CDSP	Donor Aided Project	Monitoring Specialist	1997-1998
	GTZ	Donor Agency	Monitoring and Evaluation Expert	1989-1995
	RDRS	INGO	Research/Monitoring Coordinator	1986-1989
<b>Project Implementation and Management</b>	Grameen Shikkha Samity	National NGO	Executive Director	2016-til date
	IR Worldwide	INGO	Head of Program/Country Director(a.i)	2006-2008
	Dhaka Ahsania Mission	National NGO	Director (Program)	2005-2006
	IR Worldwide	INGO	Programme Manager	2003-2004
	ILO	UN Agency	National Project Coordinator	2000-2003
	ActionAid Bangladesh	INGO	Project Director	1996-1997
	Plan International-Bangladesh	INGO	Project Director	1995-1996

## **6. PROFESSIONAL SPECIALIZATION**

### **Freelancing and Outsourcing**

- Web Content writing, Copywriting , Blog posts and Articles writing.
- Web Design in Wordpress platform
- YouTube Channel create and video creation
- Digital marketing and Social Media Marketing

### **Monitoring and Evaluation**

- Preparing Manuals and Guidelines for M&E Systems
- Designing, implementing and supervising Comprehensive M&E System for rural development projects.
- Designing and implementing group based participatory planning, monitoring and evaluation system.
- Application of logical framework concept for project monitoring and reporting.
- Planning, improving and designing M&E tools.
- Assessing M&E Capacity of Partner NGOs
- Advising Partners on M&E matters.
- Imparting training on M&E subjects.
- Base line survey.
- Socio-economic studies
- Progress monitoring and reporting.
- Impact evaluation.

### **Planning & Moderation technique**

- Formulating strategic projects and programme planning based on logical framework and Goal Oriented Project Planning
- Participatory Rural Appraisal (**PRA**)
- ZOPP Moderation and Facilitation.

### **Project implementation and management**

- Project Design and Development
- Strategic and technical inputs
- Personnel management.
- Preparing and controlling project budget.
- Networking and coordination.
- Donor Liaison and Reporting

### **Partnership development and capacity building**

- Organizational assessment
- NGO contracting and capacity development
- Overseeing partnership activities and Project implementation.

### **Social Rights and Empowerment**

- Social mobilization.
- Social organization.
- Human development.
- Income Generation and Micro-finance.
- Child labour and Child Protection
- Women rights and Gender development
- Education and Vocational training
- Linkages with service delivery agencies.

### **Emergency and Disaster Preparedness**

- Situation assessment
- Project Design

- Fund raising
- Directing and overseeing project implementation
- Donor liaison

#### **Computer skills**

- MS Word, MS Excel, MS Project, Power Point, Photoshop.

## **7. PROFESSIONAL TRAINING/WORKSHOP**

#### **Fiverr.com:**

Online Freelancing Essentials: be a successful Fiverr Seller (2021). • Stories that Sell: 7 Secrets to Create Killer Content (2021). • Social Media Marketing Fundamentals (2021). • From Structure to Style: Master your Copywriting (2021). • Digital Marketing Fundamentals (2021).

#### **Upwork:**

Content Writing Skills (2016), • Articles Writing And Blogging-US Version(2016), • Technical Writing (2016), • Search Engine Optimization-SEO (2016), • Articles Writing And Blogging-(UK Version (2016), • English Spelling-US Version (2016), • English Spelling-UK Version (2016).

#### **German Agency for Technical Cooperation (GTZ):**

CAPACITY WORK- a GTZ Management Model (2010). Participatory planning in the promotion and management of Self-Help organization (1995-Germany ); International Trainer's Training Course (1992-Philippines); Participatory Planning, monitoring and Evaluation ( 1991-1996: Germany, Philippines, Thailand, Nepal). Objective Oriented Project Planning-ZOPP ( 1991); Moderation Technique ( 1993); Zopp based Planning, Monitoring and Evaluation.

#### **Asian Institute of Technology, Bangkok, Thailand:**

Skills in Project/Programme Management and Business Development (2005).

#### **MDF Group, South Asia, Colombo, Sri Lanka:**

Programme Management Skills ( 2005)

#### **North South University, Dhaka:**

Development Organisation Management (2005), Issues in Sustainable Development (2005), Micro-Credit and Enterprise Development ( 2005), Project Implementation & Management ( 2004), Project Design and Analysis ( 2003).

#### **BRAC:**

Development Communication (1998)

#### **CARITAS:**

Development Management 1997).

#### **Plan International Bangladesh:**

Participatory Rural Appraisal (1996).

#### **RDRS/Coady International-Canada:**

Participatory Evaluation Methods.

#### **IRW UK:**

International Training on Monitoring & Evaluation (2006).

**IRW UK:**

International Training on Human Resources Management (2006).

## **8. DETAILS OF EMPLOYMENT RECORDS**

### **Freelancing and Outsourcing**

**Professional Freelancer (2016-til now):**

Conducted project management training and workshops. I have written many SEO friendly web contents and articles and published those contents in different websites. I have created many websites on wordpress platform. I have created You Tube channels. I have created many videos for content; sales; professional training and tutorials.

### **Monitoring and Evaluation**

**National Consultant (M&E Manager) in MAXWELLSTAMP PLC** (August 2014 - February 2016 ):

Headed the Monitoring and Evaluation Component of the Community Legal Services Project (CLS) funded by the DFID and implemented by the MAXWELL STAMP PLC involving 18 Lead and 12 Consortium local Partner NGOs across Bangladesh. This is a large project having a budget size of around 17 million British pounds. Responsibilities included establishing a comprehensive M&E Systems for the project and monitoring the implementation status of the project as per planned activities and results. Responsibilities also included assessing the M&E capacity of the partners as well as facilitating the M&E capacity building of the partners; and advising the Partners on M&E matters.

**Monitoring and Evaluation Specialist** in International Rice Research Institute-IRRI ( 2010 - 2011:)

Overseeing the implementation status as well as the quality of implementation of project activities implemented by the 9 local NGOs across the country. The project was implemented by IRRI.

**Monitoring and Evaluation Expert** in German Agency for Technical Cooperation-(GTZ (2009 - 2010 ):

Headed the Monitoring and Evaluation Unit of the project "Promotion of Legal and Social Empowerment of Women (PLSEW)" across Bangladesh.

**Monitoring & Evaluation Expert** in GTZ (1989-1995):

Headed the Monitoring & Evaluation Unit as a member of the Project Management Team of Marginal & Small Farm Systems Crop Intensification Project supported by GTZ (German Agency for Technical Cooperation) /IFAD/GOB and implemented by Department of Agricultural Extension based at Kurigram District. **Responsibilities** included designing, implementing and supervising group based participatory monitoring system. Formulating, implementing and supervising comprehensive multi-sectoral M&E System. Planning and executing specific evaluation and socio-economic studies. Imparting M&E specific training. Giving assistance to Partner Agencies in the refinement, improvement and proper implementation of respective internal M&E systems. Supporting outside Consultants and review Missions. Organising and conducting Progress Review and Coordination Meetings for multi-sectoral participants. Organising workshops and seminars. Promoting and following up of rural income generation activities. Carrying out pilot Research on M&E. Promotion of

rural credit and rural income generation. Training and advising on M&E subjects. Demand driven production promotion and management.

**Senior Consultant (planning, monitoring and evaluation) in PHD - a private Consultancy Company (2004-2005):**

Responsibilities included business development; designing of EOIs and project proposals; screening of EOIs; NGO contracting; organisational capacity assessment and development; project monitoring; and advisory services to partner NGOs.

**Programme Officer (M&E) in South Asia Poverty Alleviation Programme, UNDP/UNOPS (1999-2000):**

Management and implementation of the South Asia sub-Regional Poverty Alleviation Programme (SAPAP) based in Kishoreganj district. Responsibilities included : Promotion and implementation of social mobilization, human development, self-managed savings and credit system and linkages of village organizations with different service delivery agencies. Promotion and development of village activists cum specialists, income generation activities, social and productive infrastructure development activities including agriculture, fishery and livestock. Preparing and controlling budget. Personnel management. Annual progress reporting ,. Liaison with Gos/NGOs. Impact evaluation.

**Monitoring Specialist (Senior Consultant) in CDSP (1997-1998):**

Worked in donor aided Char Development and Settlement Project-CDSP (a multi-lateral and multi agency dutch aided project) based in Noakhali District. **Tasks** included programme planning, base line survey, progress monitoring, benefit monitoring and information dissemination. The programs included promotion of land settlement, infrastructure development and char friendly productive agricultural development activities including crop production, horticulture and fishery.

**General Manager (Planning, monitoring and Evaluation) in IDE-Bangladesh, an international NGO (1998-1999):**

Headed the PM&E Department of the organization. Responsibilities included ; preparing strategic plans; designing and implementing M & E Systems for all programmes/project activities of the organization; preparing periodical progress reports; annual reports; and impact evaluation of the project activities. The project activities included development and promotion of low cost appropriate agricultural technology ( including treadle pumps) to the farmers.

**Researcher/Research Coordinator/Monitoring Coordinator in RDRS (1986-1989):**

Worked in Central Planning, Monitoring and Evaluation Unit of Rangpur Dinajpur Rural Service (RDRS) based at Thakurgaon and Rangpur District. **Responsibilities** included planning, monitoring and evaluation of RDRS field activities (community motivation, functional education & small scale industries; group formation and training; agriculture; employment generation; health; women development and rural works programme) across different RDRS projects in Rangpur, Thakurgaon, Kurigram, Lalmonirhat, Nilphamari and Panchagarh districts..

### **Project Implementation and Management**

**Executive Director** in Grameen Shikkha Samity -GSS (2016 til date):

Responsible for overall management and operation of the organization including programme development; programme planning; fund raising; monitoring and evaluation; donor liaison; and public relations.

**National Livelihood Consultant in Social Development Foundation-SDF ( 2008 - 2009):**

This was a World bank supported project implemented by the Social Development Foundation. Responsibilities included the promotion and development of livelihood activities among the targeted poor beneficiaries including rural youths in the rural areas of Jamalpur and Gaibandha districts.

**Head of Programme/Country Director(a.i) in IRW Bangladesh –a UK based international NGO (2006-2008):**

. Responsible for directing and overseeing all programmatic activities including emergency and disaster preparedness in Bangladesh. Managed the country operations of IRW Bangladesh as Country Director(ai) for about a year.

**Director (Programmes) in Dhaka Ahsania Mission (2005-2006):**

Responsible for directing and overseeing all programme activities including disaster preparedness across the country.

**Programme Manager in IRW Bangladesh –a UK based International NGO (2003-2004):**

Responsible for overall implementation and management of IRW programme activities in Bangladesh.

**National Project Coordinator of South Asia Sub-Regional Project in ILO (2000-2003):**

Identifying project operational areas and target beneficiaries. Selection of Implementing Partners and their capacity building. Reviewing the action plan and budgets of the Implementing Partners. Scrutinizing fund request and expenditure reports vis-à-vis action plans of the implementing Partners. Working as Member-Secretary of the Project Advisory Committee. Strategic Programme Planning. Preparing project proposals and documents. Preparing and controlling project budget. Overseeing the implementation of project activities-Physical and financial monitoring of project implementation by implementing partners. Progress reporting to CTA and ILO Director. Coordination with government, NGOs, International Organizations, employer's organizations and trade unions. Liaison with Project Advisory Committee. Organizing workshops and seminars. Assisting other ILO projects on relevant matters. Assisting Chief Technical Advisor on policy issues and in strategic decision-making.

**Project Director in ActionAid Bangladesh (1996-1997):**

Headed the Jamalpur Landless Rehabilitation and Development Project having 120 staff with an annual budget of around 13 million taka, based at Jamalpur District. **Responsibilities** included programme planning, direction and management. Fund raising and donor liaison. Sponsorship management. Budget preparation and control. Programme monitoring and Evaluation. Public relations and donor services. The component areas of project activities included social organization, training, education, agriculture, savings and credit, income generation, water & sanitation, health and disaster management activities.

**Project Director in Plan International Bangladesh ( 1995-1996):**

Headed the Nilphamari Development Project based at Nilphamari District having 10 professional staff with an annual budget of around 10 million taka.

**Responsibilities** included site selection and PRA. Programme planning and direction. Fund raising & donor liaison. Sponsorship management. Budget preparation and control. Public relations. Monitoring & Evaluation. Donor services. The project activities include community mobilization, training & education, income generation, water & sanitation, health, agriculture and community participation



## **9. TRAINING WORKSHOP CONDUCTED/FACILITATED:**

- Training on Programme/Project Management for Programme Managers/Project Managers and Senior Officers of IRB (2006)
- Training Workshop on Operational Manual for Progress Review: A tool for programme management in IRB (2006)
- Training on Staff Behaviour and Organisational Development for ActionAid-Jamalpur Project Staff (1996).
- Training on NGO Capacity Assessment for Friendship (2005)
- Training on Group Based Participatory Planning and Monitoring System for stakeholders and beneficiaries in GTZ(1995)
- Training on Objective Oriented Project Planning for SAPAP-UNDP staff.(2001)
- Training on Objective Oriented Project Planning for ActionAid-Jamalpur Staff (1997)
- Training on Objective Oriented Project Planning for Plan International Staff of Dhaka Urban Project and Nilphamari Project (1996).
- Training on M&E for partner Organisations of MSFSCIP-GTZ in Kurigram(1995)
- Planning Workshop for SAPAP-UNDP kishoreganj project(2001)
- Planning Workshop for ActionAid Bangladesh-Jamalpur Project(1997)
- Planning Workshop for Plan International Bangladesh-Nilphamari Project ( 1996)
- Training on Skills of Project Management for Staff of IR-Bangladesh, an international NGO, 2007
- Training on legal empowerment of Upazila Women Vice-Chair Persons across the country organized by GTZ-PLSEW Project.

## **10. PROFESSIONAL PAPERS:**

- Concept paper of GTZ-MSFSCIP M&E System, 1990
- Handbook of Monitoring of GTZ-MSFSCIP, 1990
- Concept paper of Group based Participatory Monitoring System of GTZ-MSFSCIP, 1994
- Training Manual of Group based Participatory Monitoring System of GTZ-MSFSCIP, 1994
- Institutionalization of monitoring-a case of GTZ-MSFSCIP project, Bangladesh, 1994.
- Impact Evaluation of the Char Development Project (CDP) of RDRS-1995
- Evaluation of Functional Education Programme of RDRS, 1988
- Base line survey of RDRS comprehensive rural development project, 1987.
- PRA report for Nilphamari project of Plan International Bangladesh, 1996.
- Project Planning Document of ActionAid Bangladesh, 1996.
- Mid-term Evaluation report of Jamalpur Development project of ActionAid Bangladesh, 1997.
- Impact survey on CDSP road network systems, 1995.
- Participatory Sales Monitoring System for IDE-Bangladesh, 1999.
- Concept Paper on Rangpur Dinajpur Phase out strategy for IDE-Bangladesh, 1999.
- Project Planning Document (2000-2002) of SAPAP –UNDP, 2000.
- Concept Paper of M&E System for Community Empowerment Project of UNDP/UNOPS, 2000
- Study Report of Beggar situation in and around Dhaka, SFU-ILO, 2001.
- Operational
- Country Strategy Paper for IR-Bangladesh-an International NGO, 2007
- Fund Raising Strategy Paper for IR-Bangladesh-an international NGO, 2007
- Operational Manual for Progress Review of GTZ/PLSEW Project, 2010
- Beneficiary's Feedback Concept Paper of the MAXWELL Stamp/CLS Project, 2014
- M&E Capacity Assessment Tool for Partner NGOs of the CLS Project of MAXWELL STAMP PLC, 2015
- Operational Manual for Participatory Project Review and Coordination Meeting (PPRCM) of the MAXWELL STAMP PLC/CLS project, 2015

11. . **COUNTRIES VISITED** : Germany, Nepal, India, Pakistan, Philippines, Thailand, Lebanon.

12. <b>LANGUAGE AND DEGREE OF PROFICIENCY</b>	:	Speak	Read	Write
	Bengali	Excellent	Excellent	Excellent
	English	Excellent	Excellent	Excellent

**13. Personal Data**

- a. **Nationality:** Bangladeshi
- b. **Date of birth:** 15 May 1952
- c. **Religion:** Islam
- d. **Marital status:** Married having 3 children.



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M.U.M. Abdul Maleque

Dated: 30 June 2021