

## Resume of Md. Humayun Kabir

### Contact Details:

#### Md. Humayun Kabir

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## 1. Career Summary

I have more than thirty years of experience working with International and National NGOs. Throughout my career, I have focused on various areas such as program development, organization development (OD), project management, monitoring and evaluation (M&E), writing proposals and reports. I have gained a deep understanding of important issues like child protection, gender equality, women's development, education, healthcare, WASH (water, sanitation, and hygiene), food security, livelihood, and emergency response programs. Additionally, I have experience in designing research proposals, consulting in the field, collecting and analyzing data, and preparing reports for different types of studies.

## 2. Key skills & experience:

- Developing strategic plans, operational plans, implementation plans, monitoring and evaluation (M&E) frameworks, monitoring checklists, business plans, and other strategic documents.
- Reviewing and developing different policies, procedures, and guidelines related to both program and administration.
- Expertise in project management, including planning, implementation, monitoring, and evaluation of projects.
- Consulting with clients, collecting and analyzing data, coordinating research activities, and presenting research reports.
- Facilitating capacity building through training and workshops, including developing training modules, training plans, and training materials.
- Strong analytical skills for writing technical reports for donors and creating communication materials for resource mobilization.
- Proficiency in computer skills, including MS Office, Google Suite, graphic design, video editing, and WordPress.

## 3. Research experience:

- Conducted **Baseline Survey for “Child Centred Community Development Project” for Dakhnha Bangladesh in 2022 (continuing)**
- Conducted **Project Evaluation** on “Strengthening the Role of Non-Government Development Organizations (NGDOs) and Civil Society Organizations (CSOs) for people centered and Sustainable Development” for **Association of Development Agencies in Bangladesh (ADAB) in 2015**
- Conducted a **study for comparative assessment** between micro-credit borrowers group at intervention and non-intervention areas of Gender Responsive Approach to Women Human Rights and Economic Empowerment (GRAWHREE) Project of **USHA - Unity for Social and Human Action in 2012**

## 3. Consultancy experience (major):

### Strategic Plan Development

- Developed **Fund Raising Strategy for Women with Disabilities Development Forum(WDDF) for 2023-2030 in 2023**

- Developed **Strategic Plan for Naria Unnayan Samity (NUSA), Shariatpur** for 2022-2027 in **2022**.
- Developed of **Strategic Plan for Ulashi Srejony Sangha (USS), Jashore** for 2022-2027 in **2022**.
- Developed **Strategic Plan for Naria Unnayan Samity (NUSA), Shariatpur** for 2015-2020 in **2015**.
- Developed **Strategic Plan, Business Plan and Organization Development Plan for Blind Education and Rehabilitation Development Organization (BERDO)** for 2015-2020 in **2015**.
- Developed **Strategic Plan for Breaking the Silence (BTS)** for 2015-2020 in **2015**.
- Developed **Strategic Plan for Bangladesh Nari Progati Sanstha (BNPS)** for 2014-2018 in **2014**
- Developed **Strategic Plan for Ulashi Srejony Sangha (USS), Jessore** for 2014-2018 in **2014**
- Participated in **Strategic Plan for Association of Development Agencies in Bangladesh (ADAB)** in **2013**
- Developed **Strategic Plan Development for Spinal Cord Injuries Development Association of Bangladesh (SCIDAB)** in **2013**
- Developed **Operation Plan Development for Spinal Cord Injuries Development Association of Bangladesh (SCIDAB)** in **2013**
- Developed **Strategic Plan Development for National Forum of Organizations Working with the Disabled (NFOWD)** in **2012**
- Developed **Fund Raising Strategy for Muslim Aid, Bangladesh Field Office (MABFO)** in **2012**

#### **Program Development**

- Designed **Program on Child Centred Community Development for Dakbhangra Bangladesh** in **2021-22**
- Developed **Business Plan for microcredit and solar home system program of RISDA Bangladesh** in **2014-15**
- Developed **Monitoring and Evaluation Framework Development for ActionAid Bangladesh (AAB)** in **2012**

#### **Policy Development**

- Developed Different Policies of **Women with Disabilities Development Forum(WDDF)** for 2023-2030 in **2023**.
- Developed Different **Administrative Manuals of Muslim Hands International in Bangladesh Country Office** in **2021**.
- Developed **Program Operation manual for microcredit and solar home system program of RISDA Bangladesh** in 2014-15
- **Developed of Financial Management Manual, HR & Administration Policy Manual, Gender Policy and Child Protection Policy of RISDA Bangladesh** in **2013-14**
- Developed **review of Financial Management Manual of ASOD** in **2013**
- Developed in **review of Gender Policy of ASOD** in **2013**

#### **Resource Mobilization Training/ Capacity Building**

- Developed training course on **Fundraising and facilitation** of 2 sessions for **Creative Services Limited** in **2021**
- Developed training course on **Fundraising and Organization Development Management and facilitation** of 5 sessions for **ADAB** in **2014-15**

#### **Organization Capacity Assessment**

- Developed **Organizational Assessment and Future Direction** for **Association of Development Agencies in Bangladesh (ADAB)** in **2012**

#### **4. Job experience:**

- **Creative Services Limited (CSL):** As a Director since February 01, 2023. Major responsibilities are resource mobilization and acting as a resource person.
- **RISDA- Bangladesh:** As Deputy Executive Director from December 01, 2016 – January 31, 2023 and Program Director from December 01, 2015–November 30, 2016. My major responsibilities were resource mobilization, organization development and project management.

- **Resource Foundation:** As a Research Associate from May 01, 2012 – November 30, 2015. My major responsibilities were research proposal writing, tools development, data analysis, report preparation.
- **Rights and Sight for Children:** As Chief Executive Officer from June 01, 2009-May 31, 2012. My major responsibilities were to coordinate all the program planning and management of the organization.
- **Rishilpi Development Project:** As Coordinator-Education & Health from January 03, 2009-May 3, 2009. My major responsibilities were the overall management of education, sponsorship and health program
- **Terre des Hommes Netherlands in Bangladesh:** As Programme Manager-Education & Social Development Program from January 01, 2003- October 05, 2008; Zonal Manager-Income Generation Program from January 01, 1998-December 31, 2002; Area Officer- Integrated Comprehensive Program from February 01, 1992-December 31, 1997 and Management Trainee from August 01, 1991-January 31, 1992. My major responsibilities ere project management in different level.

## 6. Academic qualifications

- Masters of Arts in English Literature from Dhaka University in 1994

## 7. Personal Information

**Name** : Md. Humayun Kabir  
**Mother's Name** : Late Ms. Setara Begum  
**Father's Name** : Md. Afzal Hossain Sarder  
**Permanent Address** : Village-Daspara, PO-Daspara,  
 Upazilla- Bauphal, District- Patuakhali  
**Date of birth** : December 31, 1968  
**Nationality** : Bangladeshi  
**Marital Status** : Married  
**Blood Group** : A(+ve)  
**Motor driving Licence** : PA KH 0457177 SH  
**National ID NO** : 6441358634  
**Passport Number** : AF1768263  
**TIN** : 594048783149

## 8. References:

01. **Mr. Mahmudul Kabir**, Country Director, Terre des Hommes Netherlands, House # 670/A, Road #11(New), Dhanmondi R/A, Dhaka-1209, Cell Phone Number-01711567316, Email: [kabirdh@gmail.com](mailto:kabirdh@gmail.com), [m.kabir@tdh.nl](mailto:m.kabir@tdh.nl)

02. **Mr. Hemayet Hossain**, Executive Director, RISDA-Bangladesh, House #18 (3<sup>rd</sup> floor), Road #1, Block #B, Section # 6, Mirpur, Dhaka- 1216, Cell Phone Number-01552350687, Email: [hemayet68@yahoo.com](mailto:hemayet68@yahoo.com), [ed@risda.org.bd](mailto:ed@risda.org.bd)




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(Md. Humayun Kabir)