

CV of Md. Humayun Kabir

Contact Details:

Md. Humayun Kabir

Email: humayunkabir20@yahoo.com

Cell : 01718-966013

Mailing Address: Flat-A6, Khaleda Garden, Kazim Monzil Complex, KA 62/7, Lichu Bagan Road, Kalachadpur, North Baridhar, Gulshan-2, Dhaka-1212



1. Career Summary

I have over 30 years of experience in working with NGOs, both international and national. My expertise lies in areas such as program development, organization development, project management, monitoring and evaluation, proposal and report writing. I possess a strong understanding of key matters like child protection, gender equality, women's development, education, healthcare, WASH, food security, livelihood, and emergency response. I also have experience in research proposal design, field consulting, data collection and analysis, and report preparation for various studies.

2. Key skills & experience:

- Extensive experience in project management, including design, implementation and M&E.
- Proficiency in conducting qualitative and quantitative research for various sectors.
- Expertise in improving organizational performance and building capacity of NGOs.
- Skills in developing effective fundraising strategies and campaigns.
- Experience in designing and delivering training programs tailored to client needs.
- Capability to implement digital solutions to enhance organizational efficiency.

3. Research experience:

- Conducted Market Trend Assessment Study for Oxfam's Digital Vocational Education and Training (DiVET) program, focusing on enhancing the livelihood opportunities of vulnerable youth, women, and marginalized groups through digital skills training in 2024
- Conducted Mid-Term Review of the country strategic plan (2022-2024) for Save the Children International Bangladesh office, with a particular emphasis on assessing the integration of children & women's rights and gender equality objectives in 2024.
- Conducted Baseline Survey for "Child Centred Community Development Project" for Dakbhnga 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

4. Consultancy experience (major):

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 Financial Management Manual, HR & Administration Policy Manual, Gender Policy and Child Protection Policy of RISDA Bangladesh in 2013-14
- Developed Financial Management Manual of ASOD in 2013
- Developed Gender Policy of ASOD in 2013

Strategic Plan Development

- Developed Fund raising Strategy for Partner Organizations of Plan International Bangladesh and TdH Netherlands in Bangladesh in 2021.
- Conducted Resource Mobilization Audit and Developed Resource Mobilization Strategy Development of Young Power in Social Action (YPSA) in 2023
- Conducted Fundraising Audit and Developed Fundraising Strategy Development of RUPANTAR in 2023
- 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 Progoti 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 Dakbhanga 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

Fundraising 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

Website Design and Development

- Creative Services Limited (CSL)
- Crest International School
- Dhaka Central Polytechnic Institute (DCPI)
- Jabal-E-Noor Development Society (JDS)
- Dakbhanga Bangladesh (DBD)
- Lead Education Foundation (LED)

5. 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 were project management in different level.

6. Publications

1. Process for Fundraising Audit for an NGO
2. Process for Developing a Standard Operating Procedure (SOP) for an NGO
3. Process for Organization Capacity Assessment (OCA) of an NGO
4. Process for Strategic Plan Development for an NGO
5. Funding Trends for the Development of Bangladesh

6. Leveraging Technology for Enhancing Fundraising for NGOs
7. Leadership and Governance Development for Enhancing Fundraising for NGOs
8. Digital Transformation for Enhancing Fundraising Efforts for NGOs
9. Effective Methods for Fundraising from Individuals
10. Relationship Building for Enhancing Fundraising Efforts of NGO
11. Crowdfunding Prospects for Bangladeshi NGO
12. NGO Fundraising Prospects from Corporate Donors
13. Strategy to Enhance Your NGO Fundraising Capacity
14. Fundamentals for Fundraising from Institutional Donors
15. 8 Essential Promotional Documents for NGO Fundraising
16. 10 Vital Policies and Procedures in the Workplace
17. Process to Develop Policies and Procedures for an NGO

7. Academic qualifications

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

8. 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 License : PA KH 0457177 SH
National ID NO : 6441358634
Passport Number : AF1768263
TIN : 594048783149

9. 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, m.kabir@tdh.nl

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



(Md. Humayun Kabir)