

REEFAT BIN SATTAR (Mr)

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SUMMARY

- 18 years of development experience both at national and international level with national and international NGOs and UN, such as Plan, UNICEF, Save the Children, ActionAid, Room to Read
 - Sector specializations in diverse issues including human rights and governance, child protection, education, climate and disaster, underpinned by gender, inclusion and rights
 - About 11 years in senior and mid management position at both program, and operational level, 13-year technical expertise in program management including strategic & operational leadership, program advisory and guidance, program quality and results-based management/MEAL, reporting, documentation, knowledge management, social and participatory research;
 - Experience also includes strategic planning, civil society networking/partnership, advocacy, resource mobilization; management leadership, team management and change management, international development, technical assistance, capacity development
 - Familiarity with Southeast and South Asia;
 - Deep understanding and critical analysis of development landscape and trends (national, regional and global perspective)
 - Anthropology graduate with social research experience, socio-political-economic analytical capacity, cross-cultural understanding and sensitivity to diverse and excluded people
 - Bangladeshi national
 - Renowned sports personality in Bangladesh having International Grand Master title in chess (the highest title awarded by World Chess Federation and National Sports Award from Bangladesh Government (the highest sports award at national level), represented the country in hundreds of chess events including World Chess Olympiads, World Cup, Continental Chess Championships, Asian Team plus invitational and open tournaments
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EMPLOYMENT HISTORY

2016-still Program Operations Director (Country Management Member), Room to Read Bangladesh

- Direct and ensure efficient and timely management of program implementation
- Lead annual planning and budgeting process in conjunction with the technical team
- Lead periodic review and update of program budget
- Oversee/facilitate data analysis & reporting to CMT, Regional, Global Office and donors
- Select partners, seek approvals and collaboration with government authorities

Mar-Sep'16 Child Rights Governance Advisor (6month contract), Save the Children Myanmar

- Provide strategic advisory and technical assistance to SC Myanmar office on Child Rights Governance, particularly around systems strengthening, child-friendly laws, policies, structures and institutions, children's civil rights and freedoms, UNCRC/UPR reporting, Investment in Children - budget monitoring, analysis, advocacy, social accountability etc
- Provide support in program development, proposal development and project design
- Provide strategic guidance on advocacy actions and mentorship to advocacy advisor
- Provide hands-on support and technical assistance on developing child rights monitoring framework leading to UNCRC and UPR reporting

EMPLOYMENT HISTORY (contd...)

2014-16 Asia Regional Child Rights Governance Advisor, Save the Children Denmark (Cambodia-based)

- Provide strategic advisory & technical assistance to countries on key Child Rights Governance areas, (e.g. systems strengthening, children's civil rights and freedoms, UNCRC/UPR reporting, Investment in Children - budget monitoring, analysis, advocacy, social accountability)
- Generate country-based evidence to inform SCD's global advocacy, CRG strategy and programming
- Document learning from CRG work to share within both SCD CRG team and CRG global initiative Ensure high level of CRG programming based on sound knowledge on country programs, good practices while also supporting fundraising calls
- Lead Asia Regional Thematic Coordination Group for CRG sector

2012-2014 Director-Program Quality & Impact (Senior Management member), ActionAid Bangladesh

- Provide strategic and policy directions at the organization level as Senior Management member Integrate AA's accountability, learning & planning system/process in program and organization
- Embed AA's human rights based approach, principles & standards in AAB programming process Ensure MEL and reporting systems are effective and useful in evidencing impact
- Establish knowledge systems to foster innovation, mutual learning and knowledge base

2010-2012 Head-Impact Assessment, Shared Learning & IT (Sr. Management), ActionAid Bangladesh

- As a Senior Management member, provide strategic and policy directions for the organization
- Strategic guidance in developing accountability, learning and planning processes for the organization Lead and facilitate M&E support to programs for quality implementation
- Lead/facilitate knowledge management and shared learning systems and processes within AAB

2009-2010 Enabling Environment Specialist, Plan Bangladesh

- Design and develop Enabling Environment (participation, protection, UNCRC reporting) interventions at both field and country office level and follow through with technical assistance for program quality
- Mainstream Plan's Child Protection Policy, procedures and support in developing new strategies
- Provide support and facilitate documentation, publications and research
- Network and advocacy for legislative framework in child participation and protection areas

2007-2009 Knowledge Management Officer, Planning, Monitoring & Evaluation Section, UNICEF BD

- Lead data management and analysis to inform evidence-based policy and program planning
- Identify knowledge assets within UNICEF and develop knowledge products (e.g. newsletter). Support, facilitate and maintain information databases, knowledge portals and website
- Initiate k-collaboration within knowledge managers in development
- Liaise with external knowledge networks to widen staff access to k-resources

EMPLOYMENT HISTORY (contd...)

2006-2007 Learning & Impact Assessment Manager, Save the Children UK Bangladesh

- Develop M&E system for the projects and programs.
- Contribute to the development of organizational learning system in relation to the impact assessment tools and support program in the use of learning under the effective programming framework.
- Involve in evidence based policy advocacy (e.g. PRSP, NPA etc)
- Contribute to the translation of key documents (e.g. NPA, Concluding observations on CRC etc) in both adult and children version for wider awareness and accessibility
- Facilitate capacity building process of partner organizations for improved program quality.

2004-2005 Documentation Officer, Program Support Unit, Save the Children UK Bangladesh

- Document programmatic & organizational learning and learning for future interventions
- Produce organizational information materials and products
- Organization focal for development communication initiative and branding
- Involve in evidence based policy advocacy processes

2001-2004 Program Manager-Reporting & Documentation, RDRS Bangladesh (LWF Bangladesh chapter)

- Produce donor reports and work as organizational focal point for donor liaison.
- Develop case studies, human stories and document good practices for the newsletters and reports Contribute to the development of the Annual Report
- Represent the organization in the Regional Self-help support group', initiated by ICDDR.B and seven other bilateral and multilateral agencies' self-help group initiative

1998-2000 Research Officer, Institute of Applied Anthropology- a research institute, Dhaka, Bangladesh

- Coordinate and conduct participatory research and anthropological study on eight minority ethnic communities of the Barind region.
- Contribute to write-up and production of the literature "Ethnic Communities of the Barind Tract" that contains ethnographic studies on seven minority ethnic groups.

CONSULTANCY SERVICES

- Jan 2017** Provided consultancy support as a member of a consulting firm to develop the baseline report of ActionAid's POWER project on unpaid care work and women empowerment
- Feb 2016** Supported Save the Children Afghanistan in developing a Concept Note on a livelihood project for submission in response to an ARC (Addressing Root Causes) fund call
- Feb 2016** Supported Oxfam America in Cambodia to prepare a quality end-of-project report of a three-year project on natural resource management
- Dec 2015** Supported Louvain Cooperation (Belgian NGO), Cambodia in facilitating 1-day strategic planning workshop with their staff and partners as part of five-year country strategy process
- May 2009** 18-day consultancy with Save the Children Australia to facilitate a child-led research with titled "Lives & living of children in Daulatdia brothel" & prepare a report.

INTERNATIONAL INVOLVEMENTS

- Involved in Global comparative study "Learning Rights Based Approaches" in 2005-2006, commissioned by UK interagency group, attended global workshop, 14-22 January 2006, London
- Lead Asia Regional CRG Technical Group of Save the Children and support SC's CRG Global Initiative

EDUCATIONAL QUALIFICATION

- 1996-1997 Masters in Social Science (MSS) in Anthropology, University of Dhaka, Bangladesh
- 1992-1995 Bachelors in Social Science (BSS) with Honors in Anthropology, University of Dhaka,

RESEARCH EXPERIENCE

'Income generating activities in the Bangra village of Bogra'.

'Health & Nutrition of Aamtali Housing Complex (Slum), Gulshan, Dhaka'.

'Socio-economic background of plantation workers in Moulvibazaar tea estate: an anthropological study'

'Socio-economic situation of the Mahali community in Rajshahi district- an ethnographic study'.

'Household survey with under-fives & their mothers in Sherpur district', UNICEF's "Child Nutrition Project"

MAJOR WORKSHOP AND TRAINING

Led/Facilitated several training/workshop on diverse issues related to 'Child Rights', 'Child Protection', 'Human Rights and Governance', 'Anti-Corruption and Social Accountability', 'UNCRC Monitoring', 'Project Cycle Management', 'Planning and Reporting' 'Monitoring, Evaluation, Accountability and Learning (MEAL)', 'Knowledge Management, Partnership and K-strategy', 'Research methodology' and so on.

LANGUAGE PROFICIENCY

Fluent in oral and written communications in both English and Bangla (native) language

COMPUTER LITERACY

Familiar with MS-Office packages and data management tools (DevInfo), internet, SPSS etc

SKILLS / INTEREST

- ☐ Critical analytical thinking on development issues
- ☐ Sound knowledge on ICT, knowledge system, learning, and development
- ☐ Natural interest in issues around human rights, economic empowerment and socio-cultural diversity
- ☐ Interpersonal communication skills
- ☐ Problem solving, self-discretion and leadership
- ☐ Ability of teamwork, interacting skills and work under pressure

REFERENCES

Herluf G Madsen

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