

PERSONAL INFORMATION

Md Kamrul Kibria Ayon

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CAREER SUMMARY

Dynamic and results-oriented professional with a proven track record in program management, strategic planning, and partnership building. Experienced in designing and implementing innovative programs aligned with organizational objectives, while ensuring compliance with policies and regulations. Adept at fostering collaboration and engagement among stakeholders to drive positive change and achieve impactful outcomes. Recognized as a Malala Fund Education Champion of the Bangladesh Chapter, with a demonstrated commitment to advancing educational initiatives and empowering communities. Leveraged leadership skills and expertise as a key speaker at the "Toward a Research Agenda on Gender, Education, and Climate: A Strategic Conversation" seminar in London, contributing valuable insights and shaping discussions on critical issues. Recognized for excellence in leadership and selected for the prestigious International Visitor Leadership Program (IVLP) fellowship, further enhancing cross-cultural understanding and global collaboration. Dedicated to promoting innovation, knowledge management, and capacity building to address complex challenges and drive sustainable development. I hold graduate and postgraduate degrees in Education and certifications in Project Management and Disaster Risk Reduction Management (DRRM).

Accomplishment:

- Awarded IVLP fellowship US Department of State for excellence in leadership in integrating technology and inquiry-based learning in the classroom.
- Participated as keynote speaker in Toward a Research Agenda on Gender, Education, and Climate: A Strategic Conversation in London
- Designed and awarded more than 10 projects in the 2021-22 and 2022-23 financial years.
- Managing, and providing technical and operational assistance to all programs of JAAGO.
- Recognized as Education Champion of Bangladesh Chapter by Malala Fund
- Designed and established Distance Learning Program in Moheshkhali, Bangladesh.
- Designed, established, and implemented "Safe Haven" a child-friendly space consisting of 500 children at Rohingya Refugee Camp.
- Developed structure and implemented the first-ever formal Synchronous Online Schooling System.
- Designed and implemented the Student-Teacher Performance Management System through Microsoft Excel.
- Designed and developed an Online Teachers' Training platform.

Project Design and Awards:

- [ODOMMO](#) – Operating Diversified Opportunities in Mass-Mitigation of Obstacles of Girls Education. Awarded by Malala Fund.
- [Educate the Most Disadvantaged Children \(EMDC\)](#). Awarded by UNICEF & FCDO
- USAID Bijoyee Project: Empowering Youth and Advancing Career Opportunities. Awarded by USAID
- [Operation and Management of the Edward M. Kennedy Center](#). Awarded by US Embassy
- [Skilled Futures: Enhancing the Abilities of Youth in Bangladesh \(GenU\)](#). Awarded by UNICEF
- Shopner Sharothi: Girls Education and Skills Partnership Program (GESP). Awarded by UNICEF & FCDO.
- Shomotay Tarunno: Youth for Equality. Awarded by Netherlands Embassy
- JAAGO Foundation Digital School, Bandarban Building Construction. Awarded by Japan Embassy
- [Voice of Youth](#). Increase awareness and youth participation in the electoral process, ensuring their voices and concerns are recognized and addressed by authorities. Awarded by FCDO
- [WaterAid- SafeNow Project](#). Awarded by WaterAid
- [Improving Menstrual Health Management Practice Among Underprivileged School Girls](#). Awarded by Newzeland Embassy
- [Surfer's Megher School](#). Awarded by WFP
- [Digital Island Moheshkhali: Distance Learning Program](#). Awarded by IOM & GOB
- Current Projects: <https://jaago.com.bd/current-projects>
- Completed Projects: <https://jaago.com.bd/completed-projects>.

WORK EXPERIENCE:

August 1, 2019- Present

Senior Manager, Fundraising and Grants Management
JAAGO Foundation
Website: [JAAGO](https://jaago.com.bd)

Responsibilities:

Planning and developing programs:

1. Designing Programs: Develop innovative and effective programs tailored to meet specific objectives and target audiences.
2. Strategic Planning: Formulate comprehensive strategies for program implementation, considering various factors such as resources, timelines, and stakeholder needs.
3. Needs Assessment: Conduct thorough assessments to identify the needs and priorities of the community or organization, ensuring programs address relevant issues.
4. Donor Management: Serve as the primary point of contact for donors, responding to inquiries, providing updates on program activities and outcomes, and addressing any concerns or feedback.
5. Budgeting and Resource Allocation: Manage budgets and allocate resources efficiently to maximize program impact while adhering to financial constraints.
6. Documentation and Reporting: Maintain accurate records, prepare comprehensive reports, and communicate program results to donors, and stakeholders, highlighting achievements and lessons learned.
7. Continuous Improvement: Stay abreast of industry trends, best practices, and feedback mechanisms to continuously refine and enhance program offerings.
8. Compliance and Regulations: Ensure programs comply with relevant laws, regulations, and ethical standards, maintaining integrity and accountability throughout the process.

Managing programs, monitoring progress, and ensuring successful delivery of outcomes:

1. **Project Management:** Oversee the implementation of program activities, including setting timelines, allocating resources, and coordinating efforts across teams or departments.
2. **Monitoring and Evaluation:** Establish monitoring and evaluation frameworks to track program progress, measure performance indicators, and assess outcomes to ensure accountability and inform decision-making.
3. **Risk Assessment and Mitigation:** Identify potential risks to program success and develop mitigation strategies to address them proactively, ensuring smooth delivery and achievement of results.
4. **Stakeholder Engagement:** Foster relationships with internal and external stakeholders to gather input, build support, and maintain alignment throughout the program lifecycle.
5. **Quality Assurance:** Maintain high standards of program quality by regularly assessing processes, outputs, and outcomes, and implementing improvements as needed.
6. **Reporting and Communication:** Prepare timely and accurate reports on program progress, achievements, and challenges for internal and external audiences, facilitating transparency and accountability.
7. **Capacity Building:** Provide guidance, support, and training to staff and partners involved in program implementation to enhance their skills and ensure effective execution of tasks.

Providing technical and operational assistance to program implementation while ensuring alignment with policies and program interfaces:

1. **Policy Integration:** Facilitate the alignment of program activities with overarching policies, ensuring consistency and adherence to regulatory frameworks.
2. **Technical Guidance:** Provide expert advice and support on technical aspects related to program implementation, drawing on specialized knowledge and best practices.
3. **Interdisciplinary Collaboration:** Foster collaboration and communication among diverse stakeholders, including policymakers, program managers, and technical experts, to promote synergy and achieve common objectives.
4. **Performance Monitoring:** Establish mechanisms for monitoring program performance and impact, collecting data to assess progress and identify areas for improvement.
5. **Documentation and Reporting:** Maintain accurate records of program activities, prepare comprehensive reports on progress and achievements, and communicate findings to relevant stakeholders.

Building networks and fostering partnerships:

1. **Relationship Cultivation:** Develop and nurture relationships with key stakeholders, including potential partners, donors, government agencies, NGOs, and community organizations.
2. **Partnership Identification:** Identify potential partners whose goals and missions align with organizational objectives, assessing compatibility and strategic fit.
3. **Strategic Alliances:** Forge strategic alliances and collaborations with external organizations to leverage resources, expertise, and networks for mutual benefit and enhanced impact.
4. **Negotiation and Collaboration:** Facilitate negotiations and discussions to establish mutually beneficial partnerships, including drafting partnership agreements and MOUs.
5. **Resource Mobilization:** Explore funding opportunities and mobilize resources through partnerships, grants, sponsorships, and in-kind contributions to support programmatic initiatives.
6. **Networking Events:** Organize and participate in networking events, conferences, and forums to expand the organization's reach, visibility, and influence within relevant sectors.
7. **Communication and Advocacy:** Communicate the organization's mission, goals, and achievements effectively to potential partners and stakeholders, advocating for collaboration and support.

8. Knowledge Sharing: Facilitate knowledge sharing and learning among partners, fostering an environment of collaboration, innovation, and continuous improvement.

Promoting innovation, managing knowledge, and enhancing capacity:

1. Innovation Leadership: Spearheaded the development and implementation of innovative strategies and initiatives to address organizational challenges and seize opportunities for growth and improvement.
2. Research and Development: Conduct research and analysis to identify emerging trends, best practices, and cutting-edge technologies relevant to the organization's mission and objectives.
3. Idea Generation: Foster a culture of creativity and idea generation within the organization, encouraging staff to propose innovative solutions and approaches to enhance effectiveness and efficiency.
4. Collaborative Learning: Facilitate collaborative learning opportunities, such as communities of practice, cross-functional teams, and peer-to-peer mentoring, to foster knowledge exchange and skills development among staff.
5. Partnership and Collaboration: Forge partnerships and collaborations with external organizations, academic institutions, and industry experts to leverage expertise and resources for capacity-building initiatives.
6. Change Management: Support organizational change initiatives by providing guidance, resources, and support to staff as they adapt to new processes, systems, and ways of working.

January 1, 2016- July 31, 2019

Manager, Education Program

Program Manager, Online School Program

Program Manager, Rohingya Refugee Project

JAAGO Foundation

Website: <https://jaago.com.bd/>

Responsibilities:

Coordination and External Representation

1. Provide technical support to partner organizations in program implementation ensuring quality education, maintaining records on progress reports, and providing technical inputs where necessary.
2. Actively coordinate with other agencies implementing EiE.
3. Represent JAAGO in government, local, and international agencies' Coordination Meetings, Technical Workshops, and Seminars.

Monitoring, Evaluation, and Reporting

1. Monitor activities, and progress and ensure that monitoring framework and methods are in practice to find out the impact and results as required for the reporting.
2. Ensure that child safeguarding and protection policies are maintained and protocols are in practice in all the projects of the education program.
3. Ensure all program targets are reached following agreed program objectives, in line with the overall program approach, and ensure integration with other program activities.
4. Ensure timely monitoring, evaluation, accountability, research, and reporting.

Management and Implementation

1. Provide technical support in planning, budgeting, monitoring, and evaluation strategies of project interventions.
2. Ensuring all program targets are reached by agreed program objectives, in line with the

- overall program approach, and ensuring integration with other program activities.
3. Authorizing expenses, monitoring program expenditures, and budgets, and working with program, grants, finance, and administration teams to ensure resources are optimally utilized.
 4. Develop program sustainability strategies to ensure the financial viability of programs and services.

July 1, 2014- December 31, 2015

Asst. Manager, Education Program
Asst. Project Manager, Online
School JAAGO Foundation
Website: <https://jaago.com.bd/>

Essential Responsibilities:

1. Coordinate, monitor, and evaluate teachers and other team members for implementation of education program and execution of the school curriculum for underprivileged groups of students with the vision of breaking the cycle of poverty through quality education.
2. Provide overall technical support to the education coordinator teachers, special teachers, counselors, project officers to facilitate proper planning, implementation, monitoring, documentation, and reporting of Education Program activities.
3. Arrange and conduct multi-disciplinary and inter-disciplinary team meetings to reduce the dropout rate, engage stakeholders effectively in attaining the goal of quality education, and overcome several challenges that arise during implementation.
4. Communicate, support, and mentor stakeholders in need-based rehabilitation for the vulnerable group of poor or extremely poor.
5. Provide technical support to the Child Protection & Safeguarding Team and Administration with documentation, updates, and implementation in keeping liaison with sponsors and other stakeholders.
6. Create liaison with partners, civil society, government, I/NGOs, and other stakeholders for providing nutrition, health, medical, and other right-based supports to students under the organization's policy.
7. Support education coordinator and school admin to prepare monthly and annual budget and expenditure reports.
8. Develop and monitor indicators for defining and developing learning outcomes and progress in collaboration with the Research and Development Team.
9. Develop a Formal Online Schooling System and pilot this new system into a scalable education system.

February 1, 2014- June 30, 2014

Research Associate, Education Program
JAAGO Foundation
Website: <https://jaago.com.bd/>

Essential Responsibilities:

Conduct research and from the findings I have developed a unique formal online schooling model. This system is recognized by UNESCO. Later government piloted this model in several government primary schools including the Digital Island Moheshkhali Project.

July 1, 2011- December 31, 2013

**Political Administrator
Bangladesh Parliament Secretariat
Dhaka, Bangladesh**

Essential Responsibilities:

1. Monitor and coordinate local development projects and report to the honorable Member of Parliament.
2. Maintain communication with the local stakeholders to ensure local projects are on track.
3. Prepare, manage, and disburse all kinds of documentation on behalf of the Member of Parliament.
4. Design, administer, monitor, and report the development of local projects.
5. Coordinate with the high government officials regarding fund sourcing and updates of the development projects.

EDUCATION:

2011 Master of Education

Department of Educational Psychology and Guidance,
Institute of Education and Research, University of Dhaka

2012 Bachelor of Education

Department of Science, Mathematics and Technology Education,
Institute of Education and Research, University of Dhaka

2004 Higher Secondary School Certificate (H.S.C)

Science Group
Pabna Cadet College, Pabna, Bangladesh

2002 Secondary School Certificate (S.S.C)

Science Group
Pabna Cadet College, Pabna, Bangladesh

PERSONAL SKILLS:

Mother Tongue: Bangla

Other Languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	A1	A2	A1	A1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Digital competence:

SELF-ASSESSMENT (DIGITAL COMPETENCES - SELF-ASSESSMENT GRID)

Digital Competence	Information Processing	Communication	Content Creation	Safety	Problem Solving
	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

- Strong command of Microsoft Office suite (word processor, spreadsheet, presentation software).
- Independent user of photo editing software such as Adobe Photoshop, Illustrator, and Lightroom.
- The skill of photography and basic Videography.
- Recognized Problem Solver.
- Strong interpersonal and communication skills.

Professional Competencies:

- Demonstrates Self Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drive to achieve impactful results
- Manages ambiguity and complexity

CONFERENCE/WORKSHOPS/PRESENTATIONS:

2023: International Visitor Leadership Program (IVLP), USA.

2023: Toward a Research Agenda on Gender, Education, and Climate: A Strategic Conversation, London

2022: Global Disaster Risk Reduction and Management Pathway, Humanitarian Leadership Academy

2021: Prevention of sexual exploitation and abuse (PSEA), UNICEF

2021: Monitoring, Evaluation, Accountability and Learning for Development Professionals, Humanitarian Leadership Academy

2021: Child-Centered Community-Based Disaster Risk Reduction and Management, Humanitarian Leadership Academy

2018: Project design and management, Save the Children, Dhaka, Bangladesh.

2018: Future Education, UNICEF and NCTB, Dhaka, Bangladesh.

2017: Frugal Innovation Forum, Brac International, Savar, Bangladesh.

2017: Education in Emergency, Friends of Waldorf, Dhaka, Bangladesh.

2017: Trauma Management, Dr. Brown, Dhaka Bangladesh.

2017: Adaptive Leadership, Ignite Deep dive, BYLC, Dhaka, Bangladesh.

2011: Orientation on Monitoring and Evaluation of Literacy and Continuing Education (CE) Program, Campaign for Popular Education (CAMPE), Dhaka, Bangladesh.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, all of the information on and attached to this offer is true, correct, complete, and made in good faith.

Md Kamrul Kibria Ayon