Mrs. Adina Gurung
April 2023

Personal Details
Date of Birth: 15 Nov, 1983
Citizenship: Nepali
Marital Status: Married

Contact Address
Institute for Social and Environmental Research-Nepal (ISER-N)
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Education
M.A. Sociology (2015). Birendra Multiple College, Tribhuwan University, Nepal.
B.A. Sociology (2007). Maiya Devi Kanya College, Tribhuwan University, Nepal.
HSEB (2002). Bishwa Prakash Higher Secondary School Mangalpur Chitwan Nepal

Professional Experiences

2022 July to *current***: Data Manager:** Institute for Social and Environmental Research-Nepal

Major Responsibilities

- Data Management: Manage web-based BLAISE CAPI data through Survey Trak international Server; Data Cleaning, Codebook Preparation, Data file Creation, Data Quality Control, Monitoring Data management system, Data Analysis,

- Training to the staff: Providing General Interviewing Technique by using CAPI.

2015 July to 2021: Research Officer: Institute for Social and Environmental Research-Nepal
Major Responsibilities
- Program management: Implement social research programs that include questionnaire design, translation, pre-test and data collection; coordinate with the local communities of ISER-N program districts and other government and non-government organizations to launch research as well as community development programs.
- Human resource management: Manage the field activities done by interviewers, team leaders, assistant supervisors and supervisors. To provide training on the state-of-the-art research methods and techniques to the interviewers for each research program.
- Monitoring, supervision and evaluation: Prepare monitoring and evaluation indicators and implement them on a regular basis to monitor and supervise field data collection work. Also prepare evaluation report of field research staff –assistant supervisors, team leaders, and interviewers.

- Training to the survey staff: Providing General Interviewing Technique (GIT) Training and Study Specific Training to interviewers for survey data collection.
- Progress Report: Coordinate with field staff and update the progress to the study manager and executive director. Prepare weekly progress reports of on-going programs.
- Administrative works: assist the Administrative Officer for financial and logistics management of field research activities.

2014 July to Sept (Baseline) AND 2016 Nov to 2017 Feb (Endline): District Coordinator for Impact evaluation of gender equality, social inclusion, and community engagement interventions for health facility operations and management committees in Nepal funded by USAID, MEASURE Evaluation in Parbat district.

Major Responsibilities
- Program management: Implement social research programs that include pre-test question, test data collection and finalize questionnaire; interaction with the local communities and other government and non-government organizations to start research in Parbat district.
- Human resource management: Manage the field activities and supervise interviewers and team leaders. Hire research staff for Parbat district.
- Training to the survey staff: Provide General Interviewing Technique (GIT) Training and Study Specific Training to interviewers for survey data collection.
- Monitoring, supervision, evaluation and motivation: Prepare monitoring, evaluation indicators and quality control indicators; implement them on the basis of research ethics. Supervise field data collection work and activities of field staff.
- Report preparation and coordination: Prepare weekly progress reports of programs and final report and update the progress to the Program Coordinator. Coordinate field research activities with field staff and update the progress to the Director.

2008 to 2014: Assistant Research Officer. Institute for Social and Environmental Research-Nepal, Chitwan, Nepal.
Major Responsibilities
- Program /Human resource management: Implement various surveys such as ethnographic surveys, focus group surveys, in-depth interviews, individual interviews household surveys and web-based CAPI data, manage field data collection activities; preparation of field plan, pretest new question, interaction with respondent . Coordinate with field interviewer and group leader, motivate to field interviewer and group leader, and provide training to interviewers and group leaders. Assist to organize refresher trainings on a regular basis for provide refreshment to interviewer and update new protocol of survey.
- Training to the survey staff: Providing General Interviewing Technique (GIT) Training and Study Specific Training to interviewers for survey data collection.
- Monitoring, supervision and evaluation: Supervise field data collection activities; web-based CAPI data, quality control, field interviewers and group leaders. Prepare the evaluation report of field staff.
- Report preparation and coordination: Prepare Daily/weekly/Monthly progress reports and final reports; update to the Research Officer and Program coordinator.

2005-2007: Team leader: Institute for Social and Environmental Research-Nepal, Fulbari, Chitwan, Nepal.

Major Responsibilities

- Monitoring: Monitoring field data collection activities; web-based CAPI data, quality control, field interviewers Prepare the evaluation report of field staff.
- Report preparation and coordination: Prepare Daily/weekly/Monthly progress reports and final reports; update to the Asst. Research Officer.

2001-2004: Interviewer: Institute for Social and Environmental Research-Nepal, Fulbari, Chitwan, Nepal.

Major Responsibilities

- Data Collection: Collect the various survey data such as ethnographic interviews, focus group discussion, in-depth interviews, individual interviews and household interviews.
- Reporting: Prepare data collection reports the Assistant Research Officer and Program coordinator.

Professional Training:

- December 2017. "International Training on Survey Data Analysis Techniques using R" at Institute for Social and Environmental Research- Nepal collaboration with The University of Michigan.
- August 2017. "Data management training" organized by Institute for Social and Environmental Research-Nepal and The University of Michigan.
- January 2016. "WHO-CIDI CAPI Training for Chitwan Valley Health and Stress Study organized by Institute for Social and Environmental Research-Nepal and The University of Michigan.
- January 2015. "Data Analysis Training using SPSS" at Institute for Social and Environmental Research- Nepal in collaboration with The University of Michigan.
- August 2014. "General Interviewing Technique of cognitive interview" organized by Institute for Social and Environmental Research-Nepal and The University of Michigan.
- May 2013. "Training on Computer Assisted Personal Interviewing (CAPI) Techniques; Blaise based data collection" organized by Institute for Social and Environmental Research-Nepal.
- August 2010. "General Interviewer Trainers Refresher Training" organized by Institute for Social and Environmental Research-Nepal and The University of Michigan.
- June 2008. "Training for trainers of General Interviewing Technique" on Survey Research Method organized by Institute for Social and Environmental Research-Nepal.
- June 2001. "General Interviewing Technique" on Survey Research Method organized by Institute for Social and Environmental Research-Nepal (ISER-N)

Conferences/Symposium Attended:

- 2010. Participated on 1st Asian Population Association (APA) Conference. Organized by APA Council at New Delhi, India. November 16-20, 2010.
- 2010. Participated in the Symposium on "Social Science on the Public Interest: Building the Foundation for a New Nepal". Organized by Institute for Social and Environmental Research-Nepal (ISER-N) in collaboration with Institute for Integrated Development Studies, Kathmandu, Nepal, Population Studies Center and Survey Research Center at the University of Michigan, USA at Hotel Himalaya, Lalitpur, Nepal. November 14, 2010.

<u>Language Proficiency:</u>
Nepali: Excellent
English: Good
Hindi: Good

<u>Computer Skills:</u>
Microsoft office (Word, Excel, PowerPoint, Access), SPSS and R