



Team NEPO LEADERSHIP

A HANDBOOK FOR DISTRICT
REPRESENTATIVES

Edition 2019

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REPRESENTATIVES

By
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Edition 2019



Team NEPO
Adwait Marg, Bagbazar, Kathmandu

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A Handbook for District Representatives

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This is the 2019 edition of the Team NEPO: LEADERSHIP, a handbook for District Representatives of Team NEPO. The information in this publication is based on Team NEPO's constitution, amendments and policy documents. Please refer to those resources for exact TN policy. Changes to TN's constitution and policy documents override policy as stated in this publication. TN Executive Board will have the right to make necessary changes to this publication.

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Do while you're young.

**youth is
all we
have**



from the founder



Since 2009, Team NEPO has been leading for change toward a more progressive society. Started by a group of youth, we aspired towards bettering our community and inspiring a renewed sense of responsibility in young people. Our focus doesn't have to be on changing the whole world, our focus can be just on changing our world. Because if every young person focused on their community or village, then collectively we would change the whole world.

The greatest sorrow of today is human beings have forgotten how it is to be humane. We have forgotten the importance of empathy toward other human beings and towards the environment. We have lost our humanity; we have lost peace. It therefore comes as no surprise that our home, the mother earth, is deteriorating day by day. Everything we eat has become poisonous. Technologies are about to meet the peak of Mount Everest but people have continued to suffer at its base. Very less people die a natural death these days. Almost every people in the entire world are not sound mentally. Sound health and wellness of the people along with the peaceful living in a hygienic home has become our ultimate goal to achieve.

Our drive to change the community started when we were young. It is for this reason that we need to realize a fact that change happens fastest when youth and community development are seen as two sides of the same coin. Young people when afforded with the tools, training, and trust, their energy and creativity can have a meaningful impact in their own lives and in the future of the community. Nepal cannot progress without the younger generation. To build a developed nation, leaders and the youth should work hand-in-hand.

Team NEPO invites every youth for their contribution and enrollment in nation building. We want you to be the architects of change and be an example to the society. We want you to learn more about yourselves and discover your potential to make this world a better place to live.

God Bless Us!

Nigam Paudel
Founder, Team NEPO

Chapter 1

Understand Your Organization

INTRODUCTION

Team NEPO is a youth-led not-for-profit, non-governmental and non-political organization initially founded in 2009 by a small group of students as a sports club at Sukkhanagar, Butwal; then later transformed into a hub for young people motivated to change the community. In 2015, as its reach and initiative grew, Team NEPO was officially registered at the District Administration Office of Rupandehi, also affiliated with the Social Welfare Council (SWC).

As of today, Team NEPO has its team spread over 7 provinces and 21 districts of Nepal and is expected to expand to 40 districts by 2020. TN has over 300 active members from these 21 districts who are active in delivering training, seminars and events related to youth leadership, health, education and environment. As of now, TN conducted over 200 small events and dozens of national campaigns. One of its successful on going event is a talk program series 'Chintan Chautari', where change makers from different domain are invited to share their experiences to youths. Currently, TN is running a nationwide campaign 'Pustak Pariyojana' which aims to establish prison libraries at every 74 prisons of Nepal.

For the last 10 years, Team NEPO has extended mobility and participation to the younger population by facilitating proactive and educational initiatives where they can learn and channel their skills to creating positive contributions to the local community.


TN's ultimate goal is to create a platform that fosters a community of informed, empowered, and socially responsible youth. Our projects revolve around the following focus areas:

- Youth Leadership
- Health and Well-being
- Education Awareness
- Environmental Conservation

INSTRUCTION

Use this handbook to learn more about your role as TN District Representative before you call for a meeting of your team and follow the guidelines throughout your tenure as DR. If you have questions or comments about this manual or any of TN's training resources, please contact:

Program Development Team
Email: teamnepoprograms@gmail.com
Phone: +977.9867.753.307



EMPOWERING YOUNG VOICES

Our Mission

Creating a culture of change.

Team NEPO missions to inspire, empower and connect young leaders to cascade sustainable change in communities through education, good health and peace. We make the world where we live in and lead for change.

Our advocacy builds on 10 years of youth empowerment and mobilization throughout Nepal aimed at strengthening the capacity of the youth to be positive and effective agents of innovation and development.

Our Vision

Leaving no youth behind.

Team NEPO envisions a peaceful thriving world. A society in which every youth are engaged in nation-building as:

- Progressive Thinkers: To be constantly motivated to push beyond their limits in order to achieve excellence
- Effective Leaders: To be competent visionaries that inspire respect and motivation in making significant contributions across all sectors of the society
- Responsible Architects of Change: To have the courage to raise their voice in delivering impactful messages and starting movements that positively builds the community

OUR FOCUS

The organization focuses on four key areas. We implement different programs under the four focus areas and encourage young people to come up with innovative and creative ways to foster community development.



1. Youth Leadership

Empowering youths.

Fifty-seven percent of leaders say that soft skills are as essential skills as hard skills. Unfortunately, the formal education system mostly focuses on developing technical skills while barely developing the former, which include the ability to lead and collaborate effectively, deliver presentations confidently, and solve problems both critically and creatively. Because of this, many Nepali youths suffer from the challenges of venturing into the real world with only conceptual and technical knowledge to boot. They emerge educated but not skilled; thus, Team NEPO gives young people the tools they need to meet their goals with ease by providing leadership programs that lay the groundwork for personal, academic, and professional advancement and grow a community that thrives on building positive relationships.



2. Health & Well-being

Making people health conscious.

A large section of the population in Nepal, particularly those living in rural poverty, are at risk of infection and mortality by communicable diseases, malnutrition and other health-related events. We consider sensibilities of those people are due to lack of awareness and knowledge about all these aspects. Team NEPO has partnered with local health organizations and academic institutions to organize community health awareness initiatives and school health programs that tackle (1) developing good personal hygiene practices in children, (2) the importance of observing a balanced diet, and (3) the dangers of leading a sedentary lifestyle. By emphasizing observance and awareness even in the urban areas, Team NEPO aims to optimize the youth productivity in contributing widely and actively to the society.



3. Quality Education

Education for all.

Education is, indubitably, one of the most valuable asset a human can achieve, the sole basis on which the future of the human race depends. Education is included with the utmost priority as one of the Sustainable Development Goals as it is one of the pre-requisite for achieving other SDGs. SDGs 4 states: "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all". Besides formal education, Team NEPO also focuses on cultivating reading culture and promoting critical thinking and logical reasoning in all age groups through different programs. Apart from this, TN is currently running a campaign 'PUSTAK PARIYOJANA' with an aim to establish prison libraries in all 74 prisons of Nepal. In addition to this, Chitan Chautari is a talk program series hosted by TN that brings national and international speakers, experts, professionals and scholars from various background with a sole aim to provide wisdom and enlighten the youth of the nation.

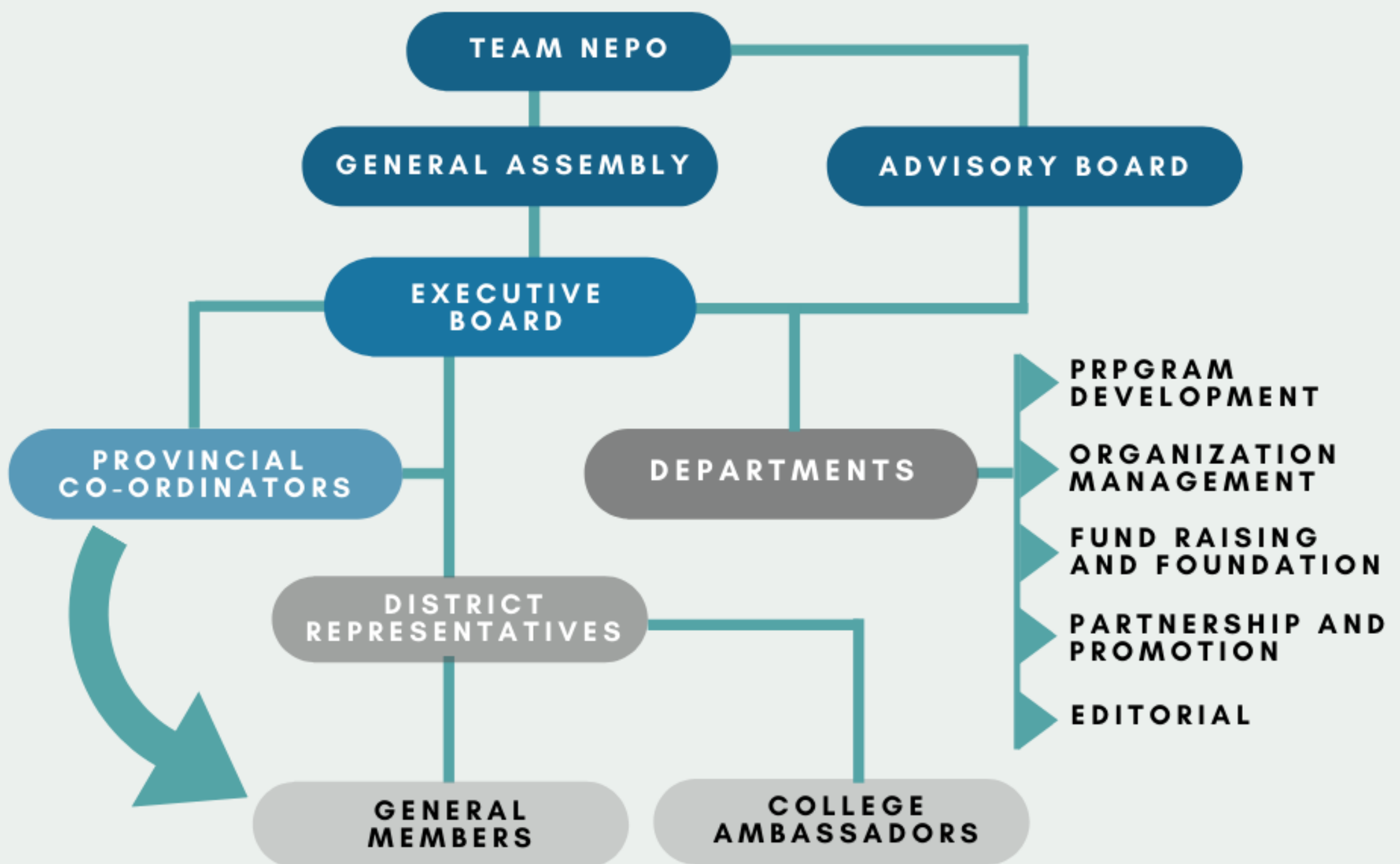


4. Environment

Youths for nature conservation.

The latest Environmental Performance Index (EPI) report ranked Nepal at the bottom of the list among 180 countries, citing that the country has the worst air quality and has demonstrated a poor overall environmental performance. Recent reports have emphasized the suffocating air pollution plaguing the country caused by poor waste management. Team NEPO believes that public participation in advancing proper waste management practices is essential to minimize the adverse effects of waste on the environment and public health. Hence, Team NEPO has organized seminars that invite environmental leaders to talk about man-made environmental issues in the country like the prevalence of plastic pollution and habitual disposal of waste anywhere. TN has initiated a campaign called 'MERO RUKH' for 1 million trees plantation which encourages school students and young people to participate in plantation, sanitation and making of herbal gardens.

ORGANIZATION STRUCTURE



Team NEPO General Assembly first appoints the executive board through election in every two years. The General Assembly also renews and appoints the advisors. The former executive board appoints the provincial coordinators and the appointed coordinators operate for a year long tenure. The provincial coordinators then assigns a district representative to each district along with the team members in consultation with TN executive board. During the one year tenure of the district team, it organizes and executes various national programs of Team NEPO and also set its own annual goals with the help of its general members.

To connect with the young minds, the district team also designates college ambassadors from different colleges of respective districts. The executive boards further assigns the officer and staffs for its five departments namely;

- Program Development Officer
- Organization Management Officer
- Fund Raising and Foundation Officer
- Partnership and Promotion Officer
- Editor-in-Chief

The officers may appoint paid or unpaid interns and volunteers to their departments when needed.

OUR TEAM

Meet our team of advisors, executives, coordinators, representatives, staffs, members, interns and volunteers.

ADVISORY BOARD



Dr. Rabindra Sameer
Writer, Public Health
Specialist



Shaurab Lohani
Motivational Speaker,
Life Coach



Chiranjibi Bhattarai
Law, Policy and Governance
Specialist



Ugan Manandhar
Climate and Energy
Advisor



Prof. Dr. Amoda Acharya
Professor, Author

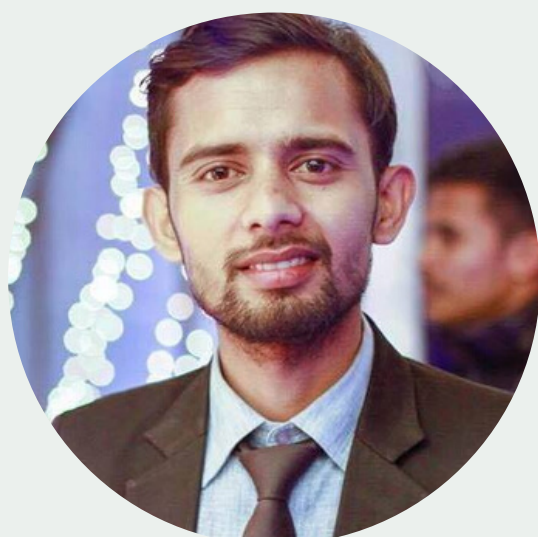


Santosh Shah
TV Journalist, Researcher



Kuldip Poudel
Researcher

PUSTAK PARIYOJANA ADVISORS



Santosh Giri
Advisor/Protector



Saguna Shah
Advisor

EXECUTIVE BOARD



Nigam Paudel
Founder/President



Pradeep Giri
Vice President



Hemraj Joshi
Secretary



Sanju Karki
Joint Secretary



Nabin Khanal
Treasurer

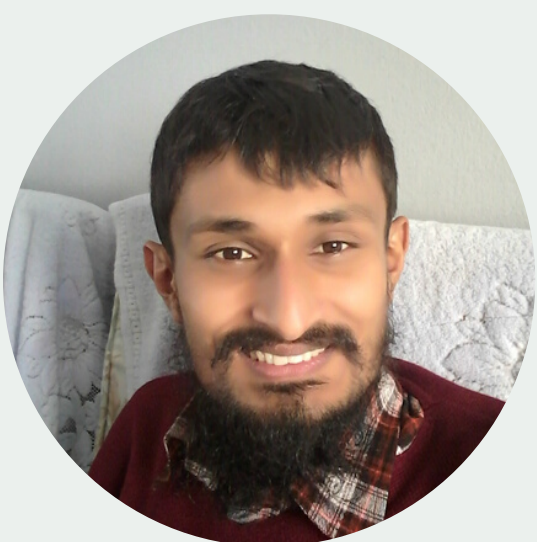


Kuldeep Chaudhari
Executive Member



Rujita Adhikari
Executive Member

PROVINCIAL COORDINATORS



Suraj Dhakal
Province 1



Chudamani Yadav
Province 2



Narayan Khanal
Bagmati Province



Asmita Pandit
Gandaki Province



Ashok Gautam
Lumbini Province



Dr. Santosh Thapa
Karnali Province



Debaki Dhama
Sudurpachhim Province

DISTRICT REPRESENTATIVES



Bijaya Ghimire
Dang



Kamala Bist
Darchula



Tika B. Thoklen
Dhankuta



Sitesh K. Yadav
Dhanusha



Shatish Basnet
Gorkha



Sunny Goyal
Jhapa



Naresh Sharma
Kailali



Yeshoda KC
Kaski



Pradeep Ghimire
Kathmandu



Santosh Sharma
Lamjung



Dipendra K. Yadav
Mahottari



Samita Ghimire
Morang



Rahul Kumar Sah
Parsa



Adarsh Sahani
Rautahat



Janak Bhandari
Rupandehi



Pokhar Jung Shah
Salyan



Raju K. Mahato
Sarlahi



Sabin Bhattarai
Sindhuli



Prajwal Bhandari
Sunsari



Ashish Thani
Surkhet



Sujan Laudari
Tanahun

Chapter 2

Plan Your Year

What are your goals for your year as TN District Representative? How will you connect with leaders in your community, organization, and district to make a positive difference? As DR, you're in a unique position to strengthen relationships, discover and celebrate your team's diverse perspectives, and apply your members' professional expertise and experience to improve communities at home and around the nation.

You can help your team reach its goal by inspiring members to:

- Attract and engage members
- Carry out projects
- Contribute to The Team NEPO Foundation
- Participate in TN programs
- Develop leadership skills
- Promote the team's achievements and good work

In 2015, TN was started with a theme 'An enthusiastic youth society, leading for change.' And, now in 2019, TN adopted a new vision statement to guide the organization into the future: "We make the world where we live in and lead for change." Consider how your team can carry this vision further as you set goals for your year as DR.

Goal Setting Responsibilities

- Set annual goals and create an action plan for each goal
- Implement and regularly evaluate your team's progress toward its goals.
- Inspire every team members to participate in team activities.
- Celebrate accomplishments.



YOUR TEAM LEADERSHIP PLAN

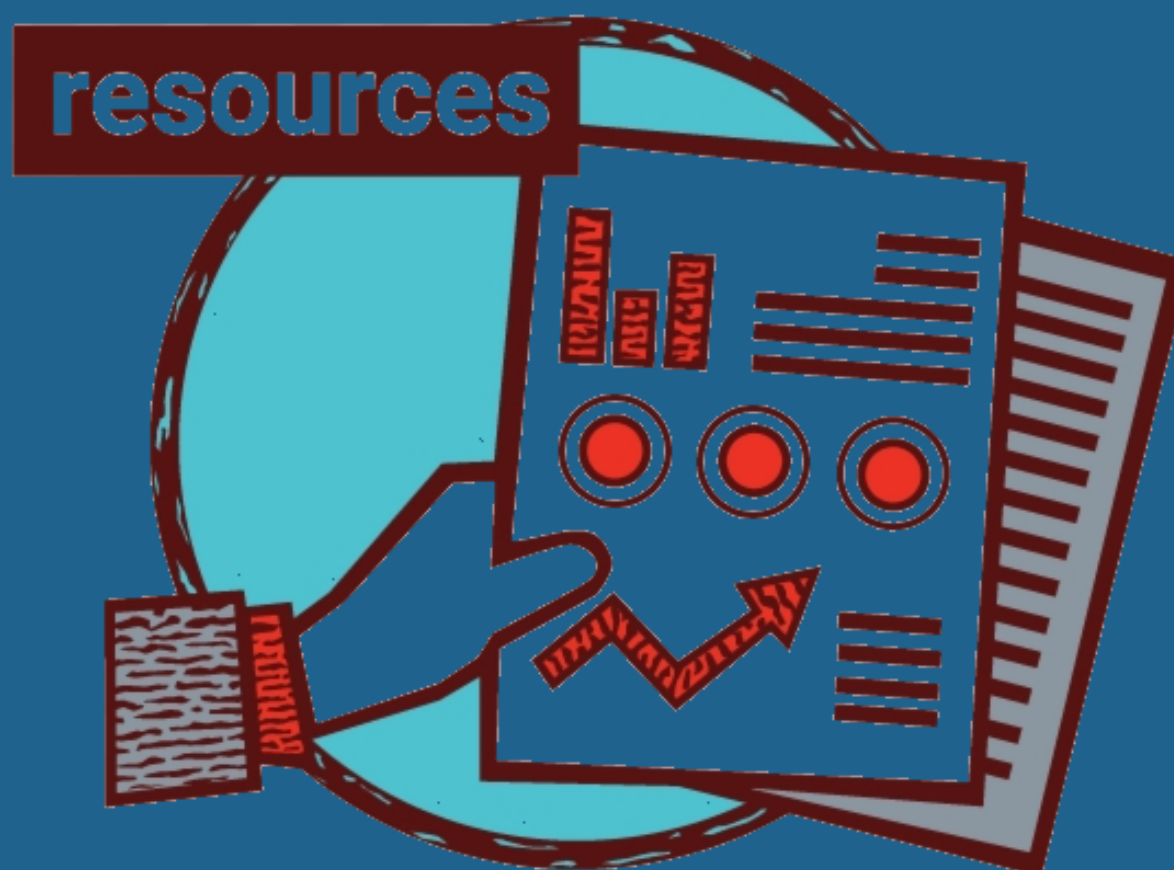
Find ideas for making your team effective, fun, and relevant with core values. Review your team's current practices and talk with members to identify what's working and what isn't adding value. A well-thought-out team leadership plan can create:

- Members who are aware of team goals and willing to share their opinions about the organization's future
- Members who are invested in their team's success
- Members who are engaged
- Team members, district and provincial leaders
- Team Mentor, appoint one or two mentor for your team and consult them before planning any programs, arrange a meeting with them on a regular basis and share the team progress
- Your provincial coordinator can offer advice.
- To find other resources for strengthening your team, contact your PC, immediate past district representatives, or executive board members.

STRATEGIC PLANNING

Your team's strategic plan is a long-term commitment requiring the support of all your members. Team NEPO encourages its district and provincial teams to align their goals with Team NEPO's strategic plan. Teams that follow a strategic plan report higher levels of member engagement, retention, and satisfaction. Teams with more engaged members are more successful at achieving their goals. Use the Strategic Planning Guide to develop or refine a collaborative strategic plan that works for your team.





**WHERE CAN YOU FIND
THE TOOLS YOU NEED
TO PROMOTE YOUR TEAM?**



**PUBLICATIONS &
RESOURCES**



WWW.TEAMNEPO.ORG.NP/PUBLICATIONS

inspiration



**TN BEST VOLUNTEER
AWARD 2019**



**OUTSTANDING
INTERN AWARD**



**OUTSTANDING
MEMBER
AWARD**

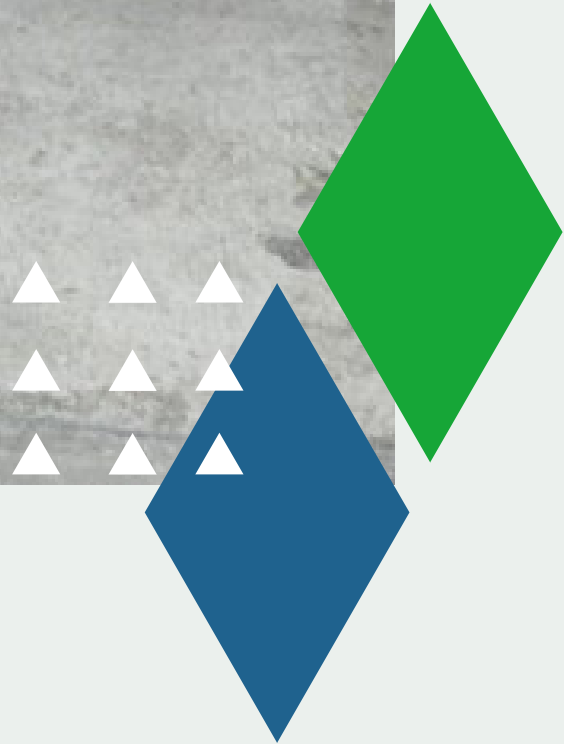


**OUTSTANDING
DISTRICT AWARD**



YEAR 1 Vol. 1 2020

Team NEPO NEWSLETTER



Feature your event, success story, fun pictures at Team NEPO NEWSLETTER (which publishes quarterly) by sending your team photos at 'teamneponewsletter@gmail.com'. Include a description and team name, and contact number. Photos must be in jpeg format within a resolution of at least 1MB; blur images, low resolution images or inappropriate event description cannot be published.



Please contact our Program
Development Officer for
FULL VERSION
of this handbook.



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