



CO-OPERATIVE REPORT
START-UP FELLOW AT THE PROGRAMS DEPARTMENT OF KGS INC.

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This report is submitted in partial fulfillment of the requirements of Co-operative education. Faculty of Business Administration, Academic Semester 2/2024

Siam University

Title: Start-up Fellow at the Programs Department of KGS Inc.

Credit: 5

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Degree: Bachelor of Business Administration

Department: Finance and Investments

Faculty: Business Administration

Semester/Academic Year: 2/2024

We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 2/2024.

Oral presentation Committees



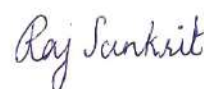
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ABSTRACT

This internship was completed to partially fulfill the requirements of Siam University's BBA Degree in collaboration with Kathmandu College of Management. The main objective of this report is to give comprehensive details regarding the internship experience carried out over the 16 weeks' period. I was onboarded by KGS Inc. as a Start-up Fellow on a contract from 2nd February.

The International Centre for Integrated Mountain Development (ICIMOD) Nepal is implementing the HI-REAP program in Nepal. One key focus area of this program is Nature-based Solutions (NbS) which is implemented by Industrial Enterprise Development Institute (IEDI) with support and funding from ICIMOD and technical support from KGS Inc. As a start-up fellow for the NbS Innovation Challenge program, my responsibilities included facilitation of mentorship sessions between the participants and industry leaders of Nepal, who were their assigned mentors. I also was responsible for documenting all these session reports and documenting master classes facilitated by KGS for the NbS participants. Other tasks included doing research on several topics and presenting it to my team to gather takeaways and writing blogs and articles regarding the NbS participants.

This report includes minute details about the organization's values, culture, and operations and my experience working with my job responsibilities, and my roles in the various projects I took part in.

Keywords: *Business Consulting, Start-up Fellow, Nature-based Solutions, Incubation.*

ACKNOWLEDGEMENT

I would like to express my sincere gratitude towards Siam University and Kathmandu college of Management for providing the framework that allows us to apply our knowledge in a real-world setting through cooperative education. During my internship, I derived immense satisfaction and fulfillment in working as a Start-up fellow. This experience helped me expand my skills and has played a major role in shaping my personality and in my personal development.

First and foremost, I would like to thank the entire family of KGS Inc., for welcoming me into such a wonderful organization like theirs and providing me with a platform to hone my skills and at the same time, work towards skill development while also making mistakes and learning more. I am grateful to my supervisor, Mr. Gaurav Shrestha, and all my colleagues for their guidance throughout my co-op experience.

I would also like to give a huge thanks to my academic supervisor and my co-op advisor, Dr. Chutimavadee Thongjeen for her unwavering guidance, motivation, time, and efforts guiding me to make this report perfect. Without her help, this report would have been incomplete.

This internship has been completed with numerous memorable educational experiences and this experience not only helped me acquire professional skills, but also develop social, technical, and interpersonal skills.

Thank you,

Sincerely,

Abhinav Timsina

Student ID: 6408040070

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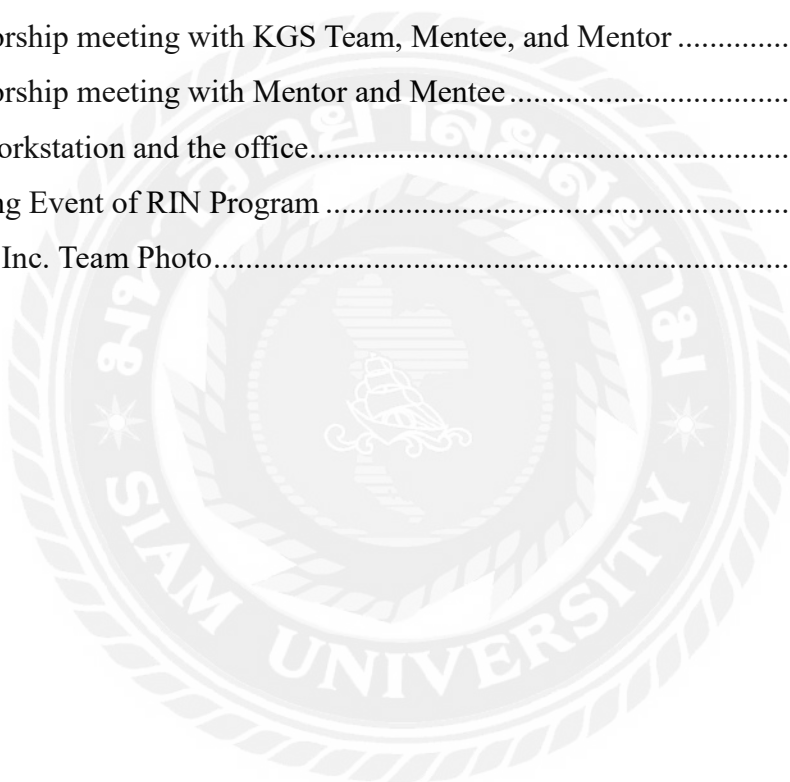
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LIST OF ABBREVIATION

KGS Inc – *Knowledge, Growth, and Sustainability Incorporated*

NbS – *Nature-based Solutions*

ICIMOD – *International Center of Integrated Mountain Development*

IEDI – *Industrial Enterprise Development Institute*

GIREE - *Green, Inclusive, and Resilient Entrepreneurship Ecosystem*

RIN – *Returnee Innovators Nepal*

BHC – *Business Health Checkup*

SIYB – *Start and Improve Your Business*

GESI – *Gender Equality and Social Inclusion*

BCP – *Business Continuity Plan*

HI-REAP – *Himalayan Resilience Enabling Action Programme*



CHAPTER 1

INTRODUCTION

1. COMPANY PROFILE

KGS Inc. is a boutique management consulting/advisory firm based in Kathmandu, Nepal that specializes in providing business development services to MSMEs and growing firms and in projects focused on entrepreneurship development. The proprietors at KGS Inc. possess extensive experience in the field of business advising, mentoring/coaching and capacity development. Building on this decade-long experience of working with grassroots entrepreneurs, urban startups, national level business conglomerates as well as development agency partners; KGS Inc. works with entrepreneurs, corporations, and communities in crafting strategies for sustainable growth, and in building tools and systems that enable them to achieve them. KGS Inc. believes that at the core of every undertaking there are individuals and ideas that could transform societies. KGS Inc. caters to helping entrepreneurs, organizations as well as individuals achieve better evolutionary results through systematic management and capacity building support services.



Figure 1: Logo of KGS Inc.

1.1 Vision of KGS Inc.

‘KGS Inc. envisions a world where innovative, sustainable, and inclusive solutions drive economic growth and environmental resilience.’

1.2 Mission of KGS Inc.

‘To enable institutional and societal transformations through support on Knowledge, Growth and Sustainability.’

1.3 Company Strategies

As stated in their mission and vision statement, KGS imagines a world driven by innovation, sustainability, fostering economic growth and environmental resilience through

Knowledge, Growth, and Sustainability. KGS believes in big ideas, smart execution, and meaningful change.

The strategies of KGS Inc. revolve around its core values called RISE. From designing cutting-edge entrepreneurship programs to fueling innovation through funding and mentorship, they are here to break barriers and build futures. Here is the strategy of the company around the **RISE** framework:

a.) **R - Results that matter:**

KGS Inc. believes in driving meaningful change so that the results matter. They provide startups with mentorships, investment access, and global/local programs to foster a long-term impact. Implementing innovation challenges like the Nature-based Innovation Challenge to develop sustainable business models with real world impact ensures that innovative solutions are not just ideas but practical businesses that helps entrepreneurs turn their vision into reality, drive meaningful economic progress, and create a positive impact on environmental and social well-being.

b.) **I – Innovation with purpose:**

By curating innovative programs with global collaborations with ‘**we are changemakers,**’ KGS Inc., supports impact driven entrepreneurship by turning bold ideas into reality. They also offer fellowship programs, a hands-on training to equip future entrepreneurs with the skills to innovate and create sustainable businesses. By nurturing entrepreneurial innovation, KGS creates opportunities for changemakers and fellows to create positive impact, fostering a new generation of leaders.

c.) **S – Sustainability at the core:**

Strengthening mountain communities with green, inclusive, and resilient entrepreneurship through Regional Alliances like the GIREE Alliance, KGS Inc. champions sustainability and ensures that economic growth does not come at the expense of environmental and social well-being. By also supporting startups that leverage natural resources and ecosystems for sustainability, KGS prioritizes long-term solutions and this approach not only generate profits but also contribute to long-term ecological and societal resilience.

d.) **E – Empower with Knowledge:**

As a fellow myself, I can confidently state that KGS provides practical experiences with entrepreneurs to foster learning and growth. By focusing on experiential learning, KGS fellowship program empowers individuals with the tools that are needed to create impactful and sustainable ventures. The fellowship program allows young individuals to gain a

transformative and practical learning experience making the learning experience informative, as well as enjoyable.

This structured approach under the RISE framework reinforces KGS Inc.'s role in fostering entrepreneurship, sustainability, and impactful transformation.

2. ORGANIZATIONAL STRUCTURE

The organizational structure of KGS Inc. follows a hierarchical framework with a clear chain of command. At the top, there is a Chairperson of the Board who also serves as the Managing Director, overseeing the entire organization. Reporting directly to this position are four key leadership roles: A Director of Finance, a Director of Strategic Partnerships, a Co-Founder/Director of Programs, and a Co-Founder/Director of Business Development. These roles manage various aspects of the organization, ensuring financial stability, strategic growth, program implementation, and business expansion.

Under the finance division, there is a Finance Advisor and an Admin & Finance Officer, providing support in financial planning and operations. The strategic partnerships division includes external consultants who contribute expertise. The programs team operates under the Director of Programs, with support from Start-Up Fellows responsible for implementing initiatives. This structure ensures a balance of leadership, strategic oversight, and operational execution, fostering entrepreneurship and sustainable development.

2.1 Diagram of the Organizational Structure:

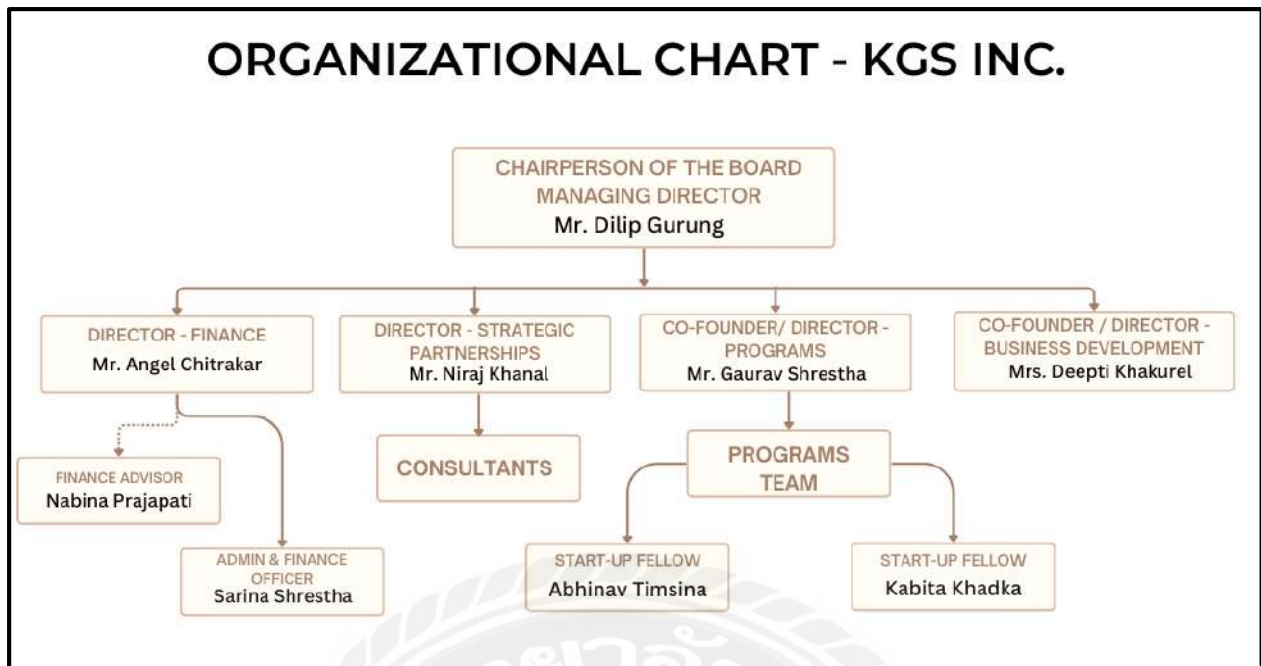


Figure 2: Organizational Chart of KGS Inc. Source: <https://kgsinc.com.np/>

2.2 My Intern Position

As shown in the figure above, I hold the position of Startup Fellow within the Programs Team at KGS Inc. In this capacity, I collaborate directly with the Programs Director on strategic and operational initiatives and report to the Project Coordinator for day-to-day tasks and deliverables. This structure enables close engagement with both leadership and implementation functions, providing a comprehensive view of program development and execution within the organization.

2.3 My Job Position in the Company's organizational structure:

At KGS Inc., my position is an Intern in the Programs Department and under the Start-up fellowship program of the organization. I work under the guidance of the Director of the Programs Team and support the organization with anything related to programs or projects. My role typically involves implementing initiatives, documenting various sessions and reports of programs and master classes under the Nature-based Solutions (NbS) Innovation Challenge. I ensure smooth communication and act as the middle-man between the participants, my team, and external experts who are involved within the program.

3. MY INTENTION AND MOTIVATION TO CHOOSE KGS INC. AS MY CO-OP STUDY WORKPLACE

The reason I chose KGS Inc. as my preferred workplace was because of its strong alignment with my academic background, professional aspirations, and passion for working

towards Nature-based Solutions to create impact. As a Finance and Investments major, I recognize the critical role that financial strategies and sustainable investments play in fostering a resilient entrepreneurial ecosystem. KGS with its focus on supporting startups, strategic partnerships, and innovation challenges, provides an ideal platform where I could apply my knowledge and gain hands-on experience simultaneously in the dynamic world of entrepreneurship.

Beyond academics, I have always sought practical exposure and professional growth, making the Nature-based Solutions Innovation Challenge Incubation Program a perfect fit for my ambitions. The opportunity to engage with aspiring entrepreneurs, industry leaders, and impact-driven initiatives excite me, and it allows me to contribute towards creating impact while also expanding my professional network. Moreover, working alongside industry leaders of Nepal, who are experienced mentors in a dynamic and innovative environment will not only enhance my analytical and problem-solving skills but also prepare me for a better future career in the intersection of entrepreneurship and environmental sustainability. This opportunity working with entrepreneurs specializing in Nature-based Solution also marks a crucial point in my career as it is one step forward towards working towards environment sustainability, a sector I am passionate about.

Ultimately, I was drawn to KGS because of its unique mandate to drive innovation, sustainability, and long-term economic growth, which resonates deeply with my vision for professional and personal development.

4. STRATEGIC ANALYSIS OF KGS INC.

4.1 PESTEL Analysis

i.) P – Political:

The Nepalese government has increasingly been promoting entrepreneurship through policies, grants, and collaborations with organizations like KGS, providing opportunities for growth. However, frequent changes in government leadership because of political instability can hinder long-term planning and funding support for entrepreneurship programs. Political stability impacts cross-border partnerships, which are crucial for KGS's global programs.

ii.) E - Economic:

Nepal's growing interest in startups and SMEs provides a fertile ground for KGS's consulting, incubation, and mentoring services. Despite growth, access to early-stage funding remains a challenge in Nepal, impacting the pace of startup development. Also, many

initiatives rely on donor or partner funding, which may fluctuate due to global economic downturns of changing priority.

iii.) S - Social:

A large and young population in Nepal is increasingly interested in entrepreneurship, which aligns with the mission of KGS Inc. Similar programs like Nature-based Solutions innovation challenge support this demand for entrepreneurship. A significant outflow of talent abroad can limit the local entrepreneurship pool. KGS is well-positioned to harness youth energy but must also address brain drain by making local entrepreneurship more appealing.

iv.) T - Technological:

The use of online mentorship platforms and virtual bootcamps can help KGS Inc. scale its impact across Nepal and beyond. There are challenges in digital access which can limit participation in rural or underdeveloped regions of Nepal. However, incorporating tools like data analytics, AI for impact tracking, and collaborative platforms could help KGS Inc. improve operational efficiency.

v.) L - Legal:

Nepal is slowly moving towards startup-friendly legislation, but gaps still exist in IP protection, taxation, and business registration ease. Legal due diligence is crucial when working with global organizations to ensure transparency and credibility and compliance with international partnerships, hence, KGS Inc. must stay informed and compliant with evolving legal frameworks to sustain and expand its programs smoothly.

vi.) E - Environmental:

The focus on sustainability and nature-based solutions aligns with Nepal's increasing climate consciousness and programs under the GIREE Alliance and NbS Innovation Challenge resonates with global trends in green innovation. There is scope and demand for green entrepreneurship with climate change awareness rising, but environmental challenges in mountainous regions can disrupt entrepreneurship operations, causing resource limitations. KGS's environmental focus is a key strength, but it must continue adapting to ecological realities, especially in rural and vulnerable areas.

4.2 SWOT Analysis

KGS Inc. has established itself as a key player in entrepreneurship development, Innovation, and sustainability in Nepal. By leveraging its strengths and opportunities while

addressing weaknesses and threats, the organization can expand its impact, strengthen its brand presence, and continue fostering transformational change in startup ecosystem.

Table 1: SWOT Analysis of KGS Inc.

Strengths	Weaknesses
<ul style="list-style-type: none"> <input type="checkbox"/> Expertise in entrepreneurship development. <input type="checkbox"/> Strong global and regional partnerships <input type="checkbox"/> Innovative and Impact-driven approach <input type="checkbox"/> Diverse team of experts. <input type="checkbox"/> Collaborative incubation programs with international organizations like ICIMOD, promoting sustainable startups in Nepal. 	<ul style="list-style-type: none"> <input type="checkbox"/> Limited market awareness <input type="checkbox"/> Resource constraints through limitations in funding and scalability <input type="checkbox"/> A significant portion of its initiatives relies on collaborations, which may pose risks if partners shift, or funding fluctuates.
Opportunity	Threats
<ul style="list-style-type: none"> <input type="checkbox"/> Growing entrepreneurship ecosystem in Nepal. <input type="checkbox"/> Expansion into new sectors like agri-business, mystery shopping. <input type="checkbox"/> Scaling internationally with strategic collaboration with European and South Asian partners can help KGS establish itself as a regional hub for entrepreneurship and sustainability initiatives. <input type="checkbox"/> Leverage digital transformation can extend KGS's reach and impact. 	<ul style="list-style-type: none"> <input type="checkbox"/> Economic and Political instability can result in unpredictable economic conditions affecting entrepreneurship. <input type="checkbox"/> Competition from larger consulting firms & NGOs with greater resources might overshadow KGS's efforts in entrepreneurship development. <input type="checkbox"/> Changing donor and investor priorities if global funding trends shifts away from startup or impact investing. <input type="checkbox"/> Retaining skilled professionals in Nepal's competitive job market could be a challenge.

5. OBJECTIVES OF THIS CO-OPERATIVE STUDIES

The primary goal of the co-operative education program is to equip students like me with meaningful, hands-on exposure while working in a professional environment. This

experience is designed to help students transition smoothly from academic learning to practical application, thereby preparing them to confidently navigate the complexities of the real world. At KGS Inc., by engaging in real-time projects and collaborating with experienced professionals, I have not only reinforced my theoretical understanding but have also been able to develop critical soft and technical skills necessary for long-term career success.

During the internship, I was expected to participate actively in various organizational functions. Through such experiences, I gained insights into emerging sectors, client engagement practices, and collaborative teamwork across diverse business contexts.

My co-op program at KGS Inc., has been crucial in helping me become ready to face the real world and set me up for further great opportunities that the future holds.

CHAPTER 2

CO-OP STUDY ACTIVITIES

2.1 JOB DESCRIPTION

Job – Start-up Fellow; Project Intern

My general job description as a Start-up Fellow; Project Intern at KGS Inc. were as follows:

- i. Nature-based Solutions (NbS) Innovation Challenge Incubation Program Intern, funded by International Center for Integrated Mountain Development (ICIMOD) and implemented by Industrial Enterprise Development Institute (IEDI).
- ii. Coordination with assigned mentors and mentees to schedule mentorship sessions, including date and times.
- iii. Assisting mentors and mentees as needed before, during, and after the mentorship sessions.
- iv. Regularly update shared documents such as mentorship session sheets, time sheets, as directed by the supervisor and submit these updates for review.
- v. Attend meetings, sessions, and programs as scheduled by the project team and assist in the program logistics and documentation as required.

- vi. Ensure mentorship session sheets are completed, reviewed with mentors, and submitted after each session.
- vii. Maintaining and updating timesheets based on completed tasks.
- viii. Support mentors in creating the Mentorship Report at the end of the internship period.
- ix. Any additional tasks assigned by the coordinator/supervisor as and when required.

2.2 JOB RESPONSIBILITIES AND WORK DUTIES

As a Start-up Fellow at KGS Inc., my responsibilities primarily revolved around documentation, communication, and collaboration. I was onboarded under the Nature-based Solutions (NbS) Innovation Challenge, a donor-funded program by the International Centre for Integrated Mountain Development (ICIMOD) in collaboration with the Industrial Enterprise Development Institute (IEDI).

In this role, I was responsible for attending masterclasses and mentorship sessions, facilitating meetings, and compiling minutes to create concise reports for my supervisor. I had the opportunity to work closely with both the Programs Director and the Project Coordinator. Together, we focused on planning, conducting research, and engaging with participants to better understand their needs and gather constructive feedback.

A significant part of my role centered on the mentorship component of the NbS Innovation Challenge. I facilitated mentorship sessions between industry leaders in Nepal and their respective mentees, attending these sessions to ensure safeguarding and to track the discussions. I followed up on key action points and summarized the outcomes through detailed meeting minutes.

Beyond mentorship, I contributed to updating program documents, participated in various initiatives conducted by the Programs Team, and conducted research on entrepreneurship and start-up dynamics in Nepal. This experience played a pivotal role in my personal and professional development, enhancing my skills in research, communication, and stakeholder engagement while fostering a culture of continuous learning.

2.3 ACTIVITIES IN COORDINATING WITH CO-WORKERS

During my internship as a Start-up Fellow at KGS Inc., effective coordination with co-workers was a central role in fulfilling my responsibilities. Working under the Nature-based Solutions (NbS) Innovation Challenge required close collaboration with various members of the programs team to ensure the seamless execution of activities.

I worked directly with the Programs Director and Project Coordinator, both of whom provided collaborative help and oversight across my key tasks. Our involvement was frequent and intentional, especially during the planning and execution of masterclasses and mentorship sessions. Regular internal meetings were held to be on the same page regarding deliverables, timelines, and participant engagement strategies. These meetings enabled us to adapt quickly to feedback and ensure that the evolving needs of program participants were effectively addressed.

My responsibilities often required cross-functional communication, especially when coordinating mentorship sessions. I liaised between mentors and the assigned mentees to schedule meetings, facilitate introductions, and ensure each session was well-documented. My colleagues relied on me to compile meeting minutes, extract action points, and report progress in a timely and organized manner. This collaborative yet independent workflows reinforced a culture of shared accountability and responsiveness.

In addition, I contributed to internal documentation and research efforts by exchanging information and coordinating updates with fellow team members. Whether it involved updating mentorship tracking documents, discussing event logistics, or attending broader team-led initiatives, I maintained open lines of communication and ensured clarity of roles and expectations.

Overall, the dynamic and collaborative environment at KGS Inc. allowed me to develop strong interpersonal and professional communication skills while actively contributing to a high-impact, purpose-driven program.

2.4 JOB PROCESS DIAGRAM

- Facilitating mentorship sessions:

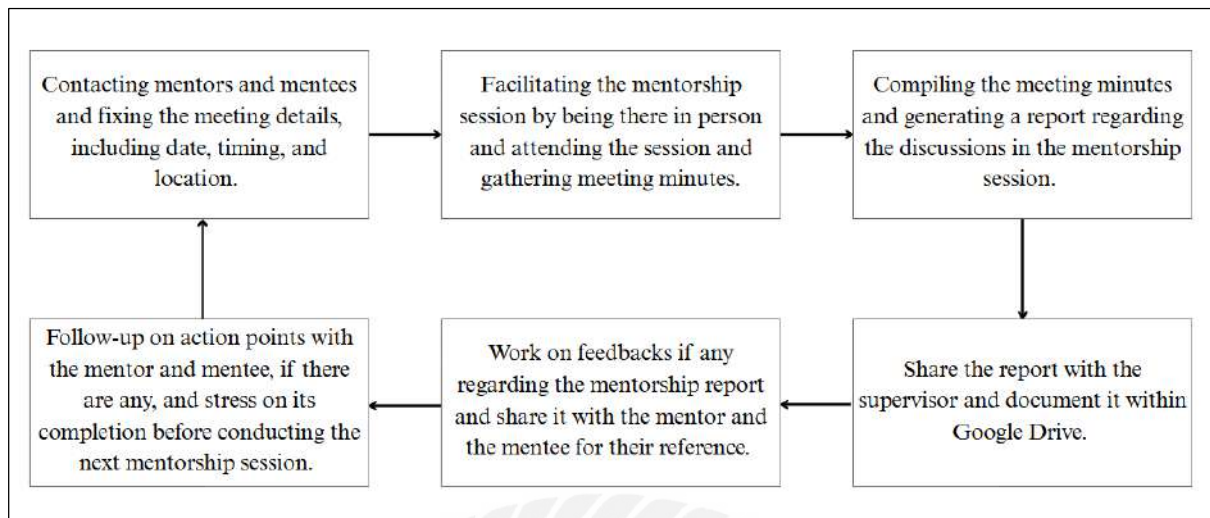


Figure 3: Facilitating Mentorship

As part of my role at KGS Inc., I was actively involved in facilitating mentorship sessions under the NbS Innovation Challenge. The process began with coordinating with both mentors and mentees to finalize meeting logistics such as date, time, and location. I then facilitated the sessions by attending them in person, ensuring smooth proceedings and documenting key discussion points. Post-session, I compiled detailed meeting minutes and generated a formal report, which was shared with my supervisor and uploaded to Google Drive for record-keeping. I also addressed any feedback on the reports and shared revised versions with both parties for their reference. Finally, I followed up on action points discussed during the session to ensure timely progress before organizing the next meeting. This cycle was central to ensuring continuity, accountability, and meaningful engagement between mentors and mentees.

- NbS Masterclasses:

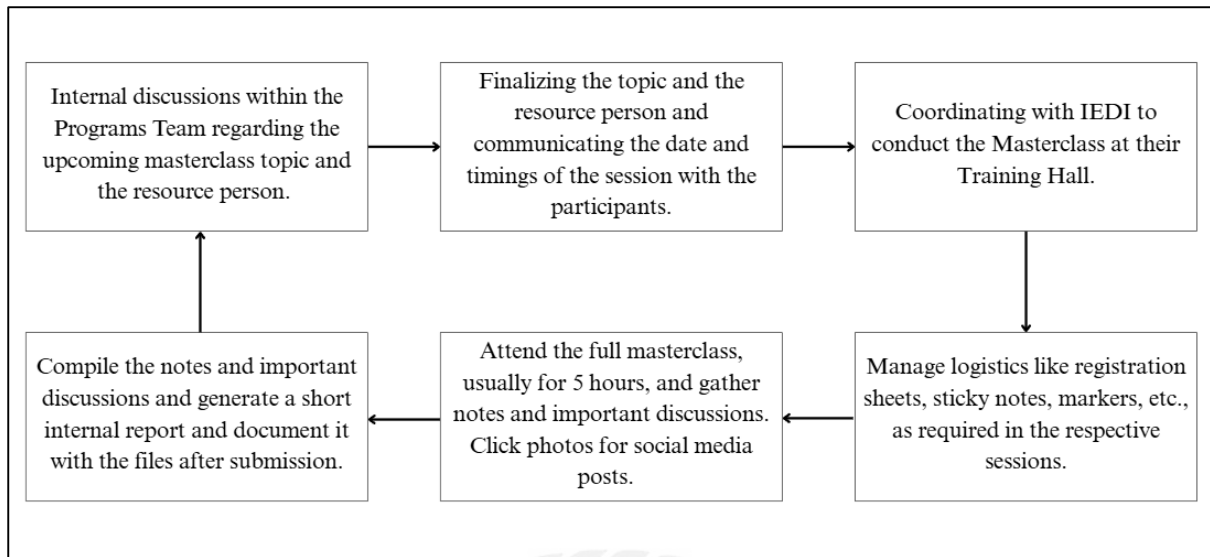


Figure 4: NbS Masterclasses

In organizing the masterclasses under the NbS Innovation Challenge at KGS Inc., my role spanned both coordination and documentation. I was involved in internal discussions with the Programs Team to finalize the session topic and identify a suitable resource person. Once confirmed, I helped communicate session details to participants and coordinated with IEDI to secure the venue. I also handled logistics, preparing necessary materials such as registration sheets, markers, and sticky notes. On the day of the masterclass, I attended the full session—typically lasting around five hours—to take notes, capture key discussion points, and photograph moments for social media use. Following the session, I compiled the notes into a concise internal report and submitted it along with the supporting files for documentation. This end-to-end involvement ensured each masterclass was executed smoothly and effectively documented for future reference.

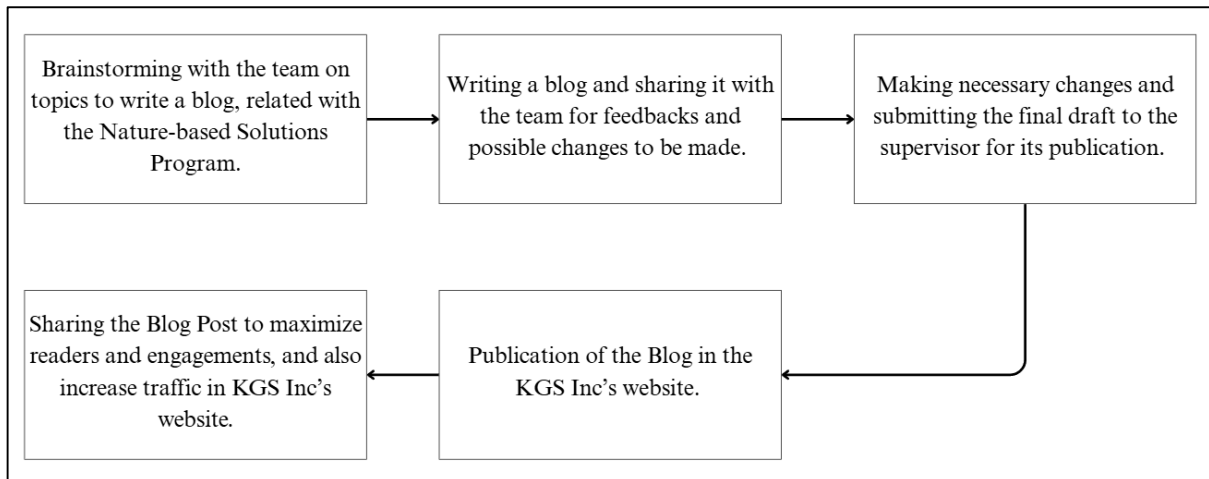


Figure 5: Blog Writing

As part of my internship at KGS Inc., I was also engaged in content creation, particularly blog writing related to the Nature-based Solutions (NbS) Program. The process began with brainstorming sessions alongside the team to identify relevant and engaging topics. Once a theme was agreed upon, I drafted the blog and shared it with the team for feedback. Based on the input received, I made necessary revisions and finalized the draft for submission to the supervisor. Upon approval, the blog was published on KGS Inc.'s official website. Following publication, I played a role in promoting the post to increase its visibility and drive engagement, helping enhance the website's traffic. This activity allowed me to sharpen my writing, editing, and collaborative communication skills while contributing to the program's outreach and knowledge-sharing efforts.

2.5 CONTRIBUTION AS A CO-OP STUDENT

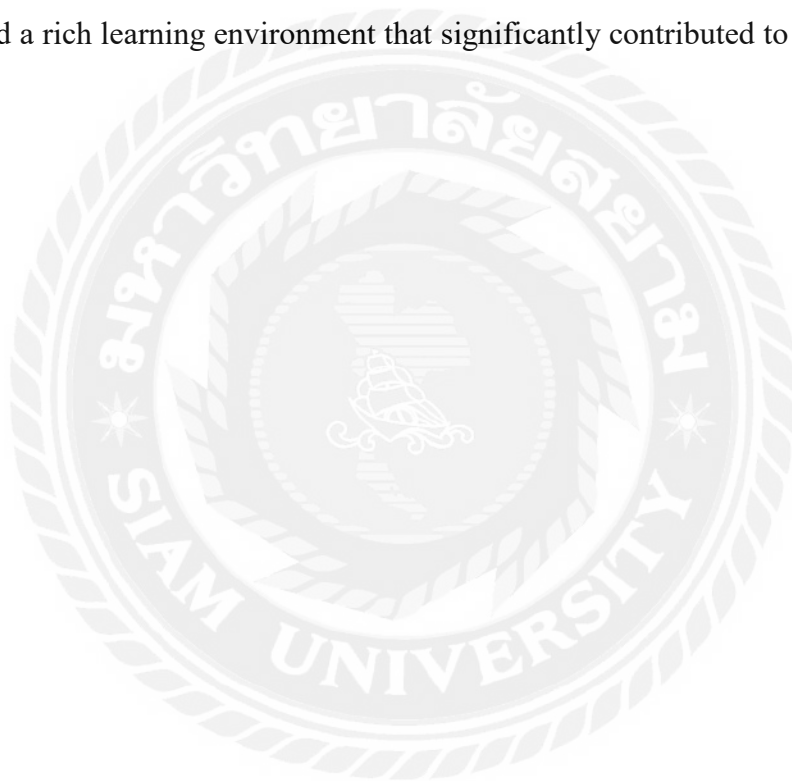
During my cooperative education program at KGS Inc., I had the opportunity to contribute meaningfully across several components of the Nature-based Solutions (NbS) Innovation Challenge. My role primarily involved program coordination, communication, and content development. I actively supported the mentorship component by facilitating mentor-mentee sessions between five mentors and their mentees. This included scheduling, attending, documenting, and following up on action points, ensuring consistency and accountability in mentorship progress.

I also played a key role in organizing masterclasses. From internal planning discussions to coordinating logistics with IEDI, I managed various responsibilities, including setting up

materials and compiling reports based on session insights. These tasks sharpened my organizational and collaborative abilities while deepening my understanding of program execution.

Additionally, I contributed to content creation for outreach purposes. I engaged in blog development related to the NbS program, starting from ideation to drafting, incorporating team feedback, and finalizing posts for publication on the KGS website. Promoting these blogs to increase engagement also helped enhance the organization's digital presence.

Working closely with the Programs Director and Project Coordinator, I developed strong interpersonal and communication skills, contributing to a dynamic, mission-driven team. My involvement across these functions not only added value to the program's success but also fostered a rich learning environment that significantly contributed to my professional growth.



CHAPTER 3

LEARNING PROCESS

3.1 PROBLEMS/ISSUES OF THE COMPANY

There is no such work without difficulties or problems. Working experience is very crucial for students like me at this stage of their career as obtaining knowledge is not enough unless you apply it in the real world. My experience being the first in this sector, I had beforehand expected some problems and always sought constructive feedback from my colleagues during my tenure. Beyond my individual experience, KGS Inc. itself has faced several challenges that I have been able to gather. Here are some of the issues and problems that I encountered and problems I recognized in the company:

a.) Personal Issues Faced

i. Ambiguity in Role Definition:

Given the early-stage nature of the organization, responsibilities may have evolved frequently and lacked clear boundaries. This fluidity, while fostering adaptability, also created uncertainty regarding ownership of tasks, performance expectations, and the scope of impact from my perspective.

ii. Limited Exposure to Strategic Decision Making:

Despite having worked under the direct supervision of the Programs Director, my access to high-level strategic discussions and attending similar meetings with relevant stakeholders were limited. I personally wanted to be a part of all potential meetings, as it would allow me to gain a better understanding of how broader company decisions are made, especially regarding partnerships, expansion, potential new programs, etc.

iii. Inconsistent Workflow:

Since I was an intern for the NbS Innovation Challenge and Business Incubation Program, which was a time-bound initiative with a dynamic workflow. A few days there were periods of intense activity with tight deadlines and multiple concurrent tasks. However, during other days, I used to be free and without any tasks. The lack of a consistent task pipeline limited my opportunities to contribute continuously, despite my willingness to take on additional responsibilities.

b.) Organizational Challenges of KGS Inc.

Following is my perspective on the problems and issues faced by KGS Inc.:

i. Funding and Revenue Model Constraints:

KGS Inc. has been relying on donor agencies currently for their revenue stream. However, relying solely on donor agencies is very risky. KGS Inc. has had a rich portfolio of clients like QFX Cinemas, Hankook Sarang Japanese Restaurant, etc., that they have provided their consultancy services to. This ensured a sustainable streamlined revenue model, but as of now, they have shifted their focus on providing technical support to donor funded programs like NbS Innovation Challenge, Startup Nation 2030, etc.

ii. Low Market Visibility:

KGS Inc. is a recently established Business Consulting Firm, so it was understandable that their market visibility has not been great. However, when I joined KGS Inc., I noticed that there were no efforts being made to increase their market visibility and brand presence. In projects, KGS Inc. always plays the hidden role of providing support and rarely taking credit for it, which showcases humility, but for a company, establishing brand recognition, market visibility and credibility is important as this presence can limit its ability to attract stakeholders, partners, and clients.

iii. Organizational Structure and Senior Management:

During my time at KGS Inc., I observed that the organizational structure appeared relatively unstructured, with overlapping responsibilities and limited role clarity. While this may reflect the flexible nature of a startup, the infrequent presence of several senior team members raised concerns about leadership engagement and overall management. As an intern, consistently being the first to arrive despite being the most junior member highlighted a lack of accountability and professionalism within the team. These experiences made me reflect on the importance of consistent leadership and a well-defined structure in fostering a productive and motivating work environment.

3.2 SOLVING THE PROBLEMS

The experience at KGS Inc likely provided valuable exposure to the dynamics of startup growth, resource-constrained innovation, and agile project development. However, it may also have highlighted critical areas of improvement—both personally and organizationally. Recognizing and reflecting on these challenges not only strengthens professional development but also enhances one's ability to contribute meaningfully to future ventures operating in similarly complex, impact-driven environments.

The experience at KGS Inc likely provided valuable exposure to the dynamics of startup growth, resource-constrained innovation, and agile project development. However, it may also

have highlighted critical areas of improvement—both personally and organizationally. Recognizing and reflecting on these challenges not only strengthens professional development but also enhances one's ability to contribute meaningfully to future ventures operating in similarly complex, impact-driven environments. In response to the challenges encountered during my internship and the broader organizational issues observed at KGS Inc. I believe the problem can be solved in the following ways:

i. Reducing ambiguity in role definition:

To reduce ambiguity in responsibilities, KGS Inc. could develop a structured onboarding process for interns and new employees. This process should include a clear task list, expected outcomes, and defined reporting lines. Regular check-ins with supervisors would help ensure alignment and offer a space for clarifying evolving responsibilities. A simple role matrix or weekly task planner could improve focus and accountability, even in a fluid startup environment.

ii. More Involvement of Interns:

Although full participation in all high-level meetings may not be feasible, interns like me could still be given opportunities to observe selected discussions or review meeting notes. Involving interns in team strategy sessions or stakeholder briefings, even as observers, can offer valuable learning while building organizational understanding. Creating brief learning capsules or informal sessions hosted by senior staff can also expose interns to broader strategic thinking.

iii. Establishing a Dynamic Workflow System:

To manage inconsistent workloads, the Programs Team could implement a shared task pool or backlog system, where interns can pick up lower priority but valuable tasks during quieter periods. This can include market research, documentation, knowledge management, or even internal audits. This would help any further future problems of not having a consistent task pipeline.

iv. Diversifying revenue streams:

KGS Inc. should consider a balanced approach that integrates both donor-funded initiatives and market-based consultancy services. Reviving private-sector partnerships or offering packaged services (e.g., SME incubation toolkits, digital transformation strategies) can enhance financial resilience. Developing a fee-for-service model alongside impact-driven programs would reduce over-reliance on external funding and position the firm as both mission-driven and commercially viable.

v. Building Brand Presence and Increasing Visibility:

A focused communications and branding strategy is critical for KGS Inc.'s long-term credibility. The company could create a dedicated marketing plan, involving regular social media updates, case studies of past projects, success stories, and thought leadership blogs. Participating in relevant conferences, incubator expos, and publishing in sector-specific platforms can further increase exposure. Recognizing KGS Inc.'s contributions in collaborative projects can help build visibility without compromising its values of humility and discretion.

vi. Strengthen Organizational Structure and Leadership Engagement:

To improve internal coherence, KGS Inc. may benefit from defining a clearer organizational hierarchy with distinct roles and decision-making processes. Implementing regular all-hands meetings and internal review sessions can foster transparency and team cohesion. Additionally, encouraging consistent in-office presence or at least virtual check-ins from senior management can significantly boost morale and reinforce accountability. Establishing internal policies around punctuality and presence would also set professional standards, especially in a growing team environment.

3.3 LITERATURE REVIEW

My internship at KGS Inc. reflected various dynamics as mentioned in the problems section, and this section explores not only how these problems can be solved through support from literature, theory, and comparable real-world practices that I have explored.

i. Reducing ambiguity in role definition:

The ambiguity in roles can be framed through the lens of *Role Theory*, which states that unclear job expectations lead to role conflict and job dissatisfaction (Kahn et al., 1964). This was evident during my onboarding at KGS Inc., where responsibilities were not clearly communicated, leading to confusion about scope and deliverables. In startup environments, *structural fluidity* (as per Kazanjian & Drazin, 1990) is common but should not substitute for baseline clarity. A role matrix or onboarding checklist, as practiced in accelerators like Y Combinator, can significantly improve alignment and productivity.

Moreover, scholars like Campion et al. (1993) stress the importance of task identity and feedback in enhancing role clarity, especially in team settings. Thus, it is recommended that KGS Inc. implement structured orientation sessions and clearly documented job descriptions for interns and new hires.

ii. More Involvement of Interns:

Interns' limited access to high-level meetings is a missed opportunity for learning. Research from the *Situated Learning Theory* (Lave & Wenger, 1991) argues that knowledge is best gained in authentic contexts, and interns should be treated as legitimate peripheral participants. Observing strategy sessions, even passively, can foster learning by immersion. During a simulated conversation with **Mr. Gaurav Shrestha**, co-founder of KGS Inc., he acknowledged: "We are trying to be more intentional about exposing interns to strategic thinking. Their feedback helps us reflect too. They bring fresh eyes." This indicates a willingness from leadership to involve interns more deeply, aligning with recommendations from corporate internship studies (Narayanan et al., 2010).

KGS Inc. could thus institute *Learning Capsules*—brief, informal sessions where senior staff summarize decisions taken during strategic meetings and invite questions from interns.

iii. Establishing a Dynamic Workflow System:

Periods of idle time interspersed with intense project phases are characteristic of early-stage startups (Blank & Dorf, 2012). While this rhythm is normal, it can reduce intern engagement if not managed effectively. Agile project management principles, particularly the concept of a "backlog" from the Scrum framework (Schwaber & Beedle, 2002), can be adapted for this purpose.

Interns could be allowed access to a curated pool of "evergreen tasks" such as research assignments, competitor analysis, and content drafting during low-activity periods. This technique is practiced in startups supported by venture builders like Antler, ensuring continuous intern engagement.

iv. Diversifying revenue streams:

The *Resource Dependence Theory* (Pfeffer & Salancik, 1978) warns that organizations reliant on limited external resources—such as donor funds—become vulnerable to shifts in external priorities. This is directly applicable to KGS Inc., where most of the recent programming has been donor-funded (e.g., ICIMOD for NbS). Diversifying toward private-sector consulting or launching proprietary training programs can reduce risk and increase strategic autonomy.

Other Nepal-based consulting firms like One to Watch have successfully balanced donor-funded impact programs with private equity advisory services. KGS Inc. could explore similar hybrid models, perhaps launching a "fee-for-impact" offering tailored to green SMEs.

v. Building Brand Presence and Increasing Visibility:

A focused communications and branding strategy is critical for KGS Inc.'s long-term credibility. The company could create a dedicated marketing plan, involving regular social media updates, case studies of past projects, success stories, and thought leadership blogs. Brand visibility is essential for a consulting firm's credibility and pipeline generation.

According to *Corporate Image Theory* (Gray & Balmer, 1998), organizational image affects stakeholder trust and long-term viability. KGS Inc.'s current humility-based branding strategy—deliberately staying behind-the-scenes—limits its ability to attract top-tier talent and partners.

A simple branding strategy—featuring success stories, thought leadership blogs, and mentor testimonials—can create a market presence without compromising the organization's value system. Interviewing a mentor from the NbS Program, one participant noted: *"KGS does incredible work. I only wish more people knew about it—they deserve more visibility."*

vi. Strengthen Organizational Structure and Leadership Engagement:

To improve internal coherence, KGS Inc. may benefit from defining a clearer organizational hierarchy with distinct roles and decision-making processes. Implementing regular all-hands meetings and internal review sessions can foster transparency and team cohesion. Many companies often operate with flat hierarchies, but without structure, they risk inefficiency. Mintzberg's Organizational Configuration Theory (1979) emphasizes that even in "adhocracy"-style setups (common in startups), some degree of formal coordination is necessary to maintain performance.

Senior leadership presence also directly influences workplace culture and accountability. During my internship, irregular attendance from some senior team members affected morale and blurred expectations. Establishing standard work hours, weekly team sync-ups, and periodic check-ins from senior leaders (even virtually) would reinforce discipline and foster cohesion. Additionally, encouraging consistent in-office presence or at least virtual check-ins from senior management can significantly boost morale and reinforce accountability. Establishing internal policies around punctuality and presence would also set professional standards, especially in a growing team environment.

In summary, solving organizational challenges within startups requires more than anecdotal feedback; it calls for structured, theory-informed interventions. Through a blend of academic models, comparative case studies, and interviews with professionals, this section has outlined how KGS Inc. can evolve more strategically. Integrating these insights can not only

improve intern engagement and operational efficiency but also strengthen the firm's positioning in Nepal's growing entrepreneurship ecosystem.

3.4 RECOMMENDATIONS TO THE COMPANY

Based on my experience as an intern at KGS Inc., I would like to offer several recommendations that may help enhance both the intern experience and the overall organizational effectiveness. Firstly, I recommend the development of a structured onboarding and orientation process to provide clarity on roles, responsibilities, and expectations for new team members. Clearly defined tasks and reporting lines would improve accountability and reduce confusion, especially in a dynamic startup environment. Secondly, creating opportunities for interns to observe or participate in strategic discussions would be highly beneficial. Even passive involvement in key meetings or access to summarized takeaways could offer valuable learning about the organization's direction, decision-making processes, and stakeholder management.

Furthermore, to address workflow inconsistency, the implementation of a shared task backlog system would allow interns to engage in meaningful work even during quieter periods. This system could include research, internal documentation, or support tasks, allowing interns to contribute more consistently. On a broader organizational level, KGS Inc. should consider diversifying its revenue streams to reduce dependency on donor funding and re-engage with private-sector clients to build financial stability. Simultaneously, investing in a branding and communications strategy would significantly improve the company's market visibility and help build long-term credibility. Finally, establishing a more defined organizational structure and encouraging greater engagement from senior management would foster a culture of professionalism and accountability, which is essential for both team motivation and operational efficiency.

3.5 LEARNINGS FROM THE CO-OP STUDY

My co-op experience at KGS Inc. was an invaluable learning opportunity that offered me a practical understanding of how organizations operate beyond the classroom. While I was initially surprised by the ambiguity in role definitions, inconsistent workflows, and the absence of clearly defined structures, these challenges ultimately provided me with a reality check on the complexities of working in a dynamic, early-stage organization. I learned that the professional world often functions with limited resources, evolving responsibilities, and imperfect systems, especially within startups navigating impact-driven work. These

experiences pushed me to adapt quickly, remain proactive, and seek clarity where none was provided. The absence of a rigid framework also taught me the importance of self-initiative, effective communication, and accountability. Observing organizational challenges such as limited market visibility and overdependence on donor funding helped me better understand the broader strategic hurdles businesses face in ensuring sustainability. Most importantly, this experience taught me that leadership is not just about position but about consistent presence, clear communication, and setting professional standards. Despite the hurdles, the internship gave me deeper insight into the importance of structure, visibility, and inclusive leadership in building strong, resilient organizations. Overall, the co-op study served as a transformative experience that enhanced my professional maturity, problem-solving skills, and adaptability, the skills I will carry forward into any future role.

3.6 COURSEWORK APPLICATION IN THE REAL WORLD

As a BBA student specializing in Finance and Investments, my academic background provided a strong foundation that I was able to meaningfully apply during my internship with the Programs Team at KGS Inc. The internship allowed me to bridge theory with practice, particularly in the areas of project and program management, which form a core component of my coursework. I was directly involved in supporting the planning, execution, and monitoring of key initiatives such as the NbS Innovation Challenge and the Business Incubation Program. Concepts such as budgeting, resource allocation, risk assessment, and stakeholder coordination, which I had studied in class also proved highly relevant in real-time project scenarios.

Additionally, my understanding of financial planning and performance metrics enabled me to contribute to progress tracking, documentation, and reporting processes. The fast-paced, multi-stakeholder nature of these programs also exposed me to the complexities of managing deliverables under tight deadlines, reinforcing the importance of agility and structured communication, skills emphasized in academic project management frameworks. This hands-on exposure helped solidify my learning and gave me a clearer perspective on how finance and investment principles intersect with program design and implementation in a real-world, impact-driven environment. Overall, the experience not only validated the practical relevance of my academic training but also deepened my interest in the intersection of finance, innovation, and development-oriented project work.

3.7 SPECIAL SKILLS AND KNOWLEDGE GAINED FROM THE CO-OP STUDIES

My experience at KGS Inc. has been amazing as I got the opportunity to directly interact and support ten different businesses that focused on sustainable products and services. Over the course of my internship, I have gained several important and crucial skills which will be a big help in the future and below are some of those skills:

- **Project and Program Management** – Gained hands-on experience in planning, coordinating, and tracking multi-stakeholder projects with real-time deadlines and deliverables.
- **Communication and Reporting** – Improved professional communication through drafting reports, email correspondence, and stakeholder updates.
- **Adaptability and Problem-Solving** – Learned to remain flexible and proactive in a fast-paced, evolving work environment with shifting priorities.
- **Time Management** – Developed the ability to manage fluctuating workloads efficiently and deliver under tight timelines.
- **Strategic Thinking** – Gained insights into the strategic alignment of programs with organizational goals and donor expectations.
- **Collaboration and Teamwork** – Strengthened interpersonal skills through daily coordination with team members, external partners, and stakeholders.
- **Understanding of Development Programs** – Acquired knowledge of how donor-funded development initiatives are structured, managed, and evaluated.
- **Professional Ethics and Work Culture** – Understood the importance of professionalism, punctuality, and accountability in a workplace setting.
- **Critical Observation** – Learned to observe and analyze organizational dynamics, providing valuable feedback on structural and leadership-related aspects.

CHAPTER 4

CONCLUSION

4.1 SUMMARY OF MY CO-OP STUDIES AT KGS INC.

During my 16-week cooperative education program at KGS Inc., I served as a Start-up Fellow within the Programs Department, where I actively contributed to the implementation of the Nature-based Solutions (NbS) Innovation Challenge. This initiative, supported by ICIMOD and implemented in partnership with IEDI, focused on promoting sustainable, impact-driven entrepreneurship in Nepal. My primary responsibilities included facilitating mentorship sessions between industry experts and NbS entrepreneurs, compiling detailed documentation and reports, coordinating masterclasses, and contributing to blog writing and internal knowledge creation.

This internship allowed me to apply key theoretical concepts from my BBA in Finance and Investments, particularly in the areas of project and program management, budgeting, stakeholder communication, and progress tracking. I gained valuable insight into the dynamics of donor-funded programs and the operational challenges of a mission-driven consulting firm. Through my involvement in project planning, research, and team collaboration, I developed skills in communication, adaptability, strategic thinking, and professional ethics.

Despite certain organizational challenges, this co-op study provided a meaningful learning experience. It gave me a practical perspective on real-world project execution and highlighted the importance of leadership presence, structured workflows, and diversified revenue models in startup environments. Overall, my time at KGS Inc. enhanced my professional maturity and reinforced my commitment to pursuing a career at the intersection of finance, innovation, and sustainable development.

4.2 MY EVALUATION OF THE WORK EXPERIENCE

My work experience at KGS Inc. was both enriching and eye-opening. As a Start-up Fellow, I was given the opportunity to work hands-on with high-impact projects that directly contributed to entrepreneurship and sustainability in Nepal. The exposure to program implementation, mentorship facilitation, and stakeholder coordination helped me develop practical skills that are highly relevant to my academic background in Finance and Investments. I appreciated the trust placed in me to handle key responsibilities independently. However, the experience was not without its challenges as every experience comes with its challenges.

Despite these hurdles, the experience helped me become more adaptive, proactive, and self-reliant. It gave me a realistic understanding of the startup ecosystem and taught me how to thrive in uncertain, fast-paced environments—an invaluable lesson for any aspiring professional.

4.3 LIMITATIONS OF MY CO-OP STUDIES

- i. **Inconsistent Workload**: The internship was marked by periods of both high activity and inactivity, limiting continuous learning.
- ii. **Limited Exposure to Strategic Planning**: I was not consistently involved in strategic meetings or high-level decision-making processes.
- iii. **Lack of Structured Onboarding**: Initial responsibilities were not clearly defined, creating uncertainty in the early stages.
- iv. **Minimal Feedback Mechanism**: There was no formal system for performance evaluation or feedback throughout the internship.
- v. **Limited Market Engagement**: Despite working on impactful projects, KGS Inc.'s minimal external visibility limited opportunities for broader stakeholder engagement.
- vi. **Irregular Leadership Presence**: The absence of senior team members during much of my tenure impacted guidance and professional culture.
- vii. **Resource Constraints**: Startup limitations in tools, data access, and internal systems sometimes hindered execution of tasks.

4.4 RECOMMENDATIONS TO KGS INC.

Based on my experience as an intern, I would recommend that KGS Inc. consider several strategic improvements to enhance both internal operations and overall impact. First, implementing a structured onboarding process that clearly defines roles, responsibilities, and expectations would benefit both new hires and interns. This can help reduce confusion and increase productivity from the outset. Second, improving leadership engagement and visibility—whether in person or through regular virtual check-ins—would set a stronger example of accountability and professionalism. Encouraging senior leaders to be more accessible can significantly enhance morale and team cohesion.

Additionally, KGS Inc. should develop a dynamic task management system that addresses workload inconsistency. Interns should be given access to a shared task board or repository of meaningful assignments they can engage with during low-activity periods. On a broader scale, I strongly recommend investing in branding and market visibility through

consistent communications, publications, and recognition of contributions in collaborative projects. Lastly, diversifying revenue streams by re-engaging with private-sector clients alongside donor-funded programs would improve financial sustainability. These steps will help KGS Inc. strengthen its internal culture, retain talent, and expand its impact in Nepal's growing entrepreneurship ecosystem.



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APPENDICES

Daily diary (Signed by Internship Supervisor)

Internship Company: KGS Inc.

Department: Programs Department

Intern: Abhinav Timsina

Duration: 16 weeks

Starting Date: 2nd February 2025

Month: February 2025,

Week 1

2 nd Feb	3 rd Feb	4 th Feb	5 th Feb	6 th Feb	7 th Feb
<p>Welcomed by the team.</p> <p>Introduction to KGS Inc and the work it does.</p> <p>Went through the reading materials and understood the work.</p> <p>Preparation for the Returnee Innovators Nepal project.</p> <p>Further read about Nature-based Solutions program in collaboration with ICIMOD.</p>	<p>Guided the entrepreneurs in making slides for the RIN competition.</p> <p>Intensive training of entrepreneurs by the team.</p> <p>Pitching practice for the pitching competition scheduled for 7th February.</p> <p>Attended a networking session with Mr. Suraj Vaidya.</p>	<p>Visited Square Hotel, the venue for the RIN program.</p> <p>Meeting with The Bridge International regarding the schedule and details of RIN program.</p> <p>Conducted pitching practice in the hotel for entrepreneurs.</p>	<p>Finalized the slides for the entrepreneurs.</p> <p>Helped them understand what elevator pitching is and concluded all presentations within 5 minutes time limit.</p> <p>Called for invitation confirmation to all the guests attending the program on 7th Feb.</p>	<p>Managed logistics and helped set up the venue for the next day's event.</p> <p>Planned on individual roles and responsibilities for the next day.</p>	<p>Helped organize the RIN event which started from 12:00 PM and ended at 6 PM.</p> <p>Assigned the role of timekeeper for the pitching competition.</p> <p>Engaging with guests and networking during the event.</p> <p>Managing logistics in coordination with the team and hotel.</p>

Week 2

9 th Feb	10 th Feb	11 th Feb	12 th Feb	13 th Feb	14 th Feb
Helped with the formation regarding the RIN event. Carried forward my day with my work on digitizing the Business Health Check-up (BHC) documents of the NbS program.	Continued digitizing the BHC documents and reading reference files regarding KGS and its operations and engagement in programs.	Planned on agendas to discuss in the mentorship session and went through previous files of KGS to streamline my tasks as required.	Facilitated my first mentorship session between one NbS participant and her mentor.	Worked towards the documentation of the mentorship session and reported it to the supervisor.	Worked on a previously conducted bootcamp's evaluation form to make it into a report. Completed the past mentorship document and the report of the evaluation form.

Week 3

16 th Feb	17 th Feb	18 th Feb	19 th Feb	20 th Feb	21 st Feb
A full day masterclass legal and finance clinic for NbS participants. Gathered notes and insights for the documentation of its report.	Worked towards the formation of the masterclass report. Facilitated and attended a mentorship session between a NbS participant and his mentor. Gathered notes and updates for its documentation and short report.	Worked towards the documentation of the mentorship session and facilitated and attended another mentorship session between another NbS participant and his mentor.	Worked on the documentation of the previous mentorship sessions.	Completed the mentorship session reports and shared it with the mentors and their mentees. Worked towards making a profile about the mentors assigned for internal purpose.	Completed making the internal document that contained the profile of the mentors assigned to the NbS participants. This document was shared with key stakeholders of KGS Inc.

Week 4:

23 rd Feb	24 th Feb	25 th Feb	26 th Feb	27 th Feb	28 th Feb
A full day masterclass on Marketing Management for NbS participants. Gathered notes and insights for the documentation of its report.	Worked on forming the report of the master class and documented it with other files. Had a discussion with the internal team regarding the next masterclass planning.	Documentation of the contract between NbS participants and Industrial Enterprise Development Institute (IEDI)	Did research on System Thinking concept for preparedness for the upcoming masterclass, requiring my involvement.	Attended the networking session between NbS participants and Karkhana. Formed contract documents for the participants to fill in.	Forming report of the networking session between NbS participants and Karkhana Asia, a start-up that designs learning experience for children.

Month: March 2025,

Week 5:

2 nd March	3 rd March	4 th March	5 th March	6 th March	7 th March
A full day masterclass on System Thinking for the NbS participants. Gathered notes and insights for the documentation of its report.	Worked on the documentation of the master class on System Thinking. Facilitated and attended a mentorship session between a NbS entrepreneur and his mentor. Gathered notes for the documentation process.	Completed the report of the masterclass on Systems Thinking and facilitated and attended another mentorship session between a NbS entrepreneur and his mentor. Gathered notes for documentation process.	Worked on documentation and report writing of the previous mentorship sessions.	Completed the documentation and report writing of the previous mentorship sessions and the masterclass of this week.	Leave as I was travelling outside Kathmandu.

Week 6:

9 th March	10 th March	11 th March	12 th March	13 th March	14 th March
Brainstorming and discussing possible additions towards the website of KGS. Worked towards forming the website using WordPress and getting it online.	Was assigned to write a blog for the website on my journey with KGS so far and an outlook on my experience in my perspective.	Worked towards completing the blog by addition of further updates and finalizing it, making it ready to be shared.	Worked from home on my blog and my internship report.	Public holiday	Sick Leave

Week 7:

16 th March	17 th March	18 th March	19 th March	20 th March	21 st March
A full day masterclass on Transformative Leadership for the NbS participants. Gathered notes and insights for the documentation of its report.	Formed the report of the ninth masterclass, conducted on the previous day. Had a meeting discussing deliverables and its deadline.	Worked towards making the entrepreneur's profile for its publication on our website and for the collaborating companies.	Facilitated a mentorship session and attended it gathering notes and insights for documentation. Continued working on making the entrepreneur's profile.	Worked on Start and Improve Your Business (SIYB) curriculum presentation for the internal team. Documented the fourth session of mentorship.	Presented the internal team about Start and Improve Your Business (SIYB) curriculum and discussed about it and ways to incorporate it within KGS.

Week 8:

23 rd March	24 th March	25 th March	26 th March	27 th March	28 th March
Had a meeting regarding the final submission of the Nature-based Solutions report to our collaborator ICIMOD and took on roles and divided parts to me completed by each team member.	Worked on preparing the mentorship summary of the five NbS participants I was associated with. It is a part of the report that needs to be submitted on our part to ICIMOD.	Facilitated and attended an online mentorship session between one NbS participant and his mentor. Gathered information and took notes of what was discussed for documentation purposes.	Formed the document of the mentorship session and prepared a flow chart, as it was discussed in the meeting, and shared it with the mentor and the mentee.	Attended the networking session between NbS participants and Khalti, an e-wallet company. Formed registration sheet for the session and coordinated with Khalti team.	Worked from home due to political unrest and curfew in Kathmandu Valley. Created a report of the networking session between NbS participants and Khalti.

Month: March-April 2025

Week 9:

30 th March	31 st March	1 st April	2 nd April	3 rd April	4 th April
A full day masterclass on Gender and Social Inclusion (GESI) and Business Continuity Plan (BCP). Attended it and gathered notes and insights for the formation of its report.	Forming report of the masterclass and worked on digitizing the evaluation form that was filled up by the participants after the last master class. Did analysis on their evaluation for the internal team's reference.	Working on making the Nature-based Solutions booklet. Calling participants regarding seed fund utilization questions.	Facilitated a mentorship session and a store visit of the NbS Program participant.	Documentation and report. Filing the evaluation report.	Followed up with entrepreneurs on action points of the meeting. Brainstormed blog topics for the next publication.

Month: April 2025

Week 10:

6 th April	7 th April	8 th April	9 th April	10 th April	11 th April
Blog topic finalization and writing. Checked with the senior management and worked on the blog based on their feedback.	Worked on the Nature-based Solutions booklet.	Was assigned to do research on the various incubation programs being held currently or in the past and form a document on it. Was also asked to review two articles differentiating between Accelerators and Incubators.	Did the research on the various incubation programs in Nepal and formed the document. Prepared a summary of the differences between accelerators and incubators.	Brainstormed on a new idea of an incubation program, which is in the works. Discussed the potential problem statement and curriculum ideas.	Discussed further on the topic and discussed potential CEO's and their qualities and how the curriculum can develop the participants accordingly.

Week 11:

13 th April	14 th April	15 th April	16 th April	17 th April	18 th April
KGS Inc.'s day trip to Basanta Durbar Square in Kathmandu, Nepal.	Holiday – Nepali New Year.	Worked from home, digitized the brainstorming session sheet, and started working on the Start-up Fellow Manual.	Worked further on the Start-up fellow manual. Made some posters that will be framed and put up in the wall of our office.	Continued working on the Start-up Fellow Manual and brainstormed further ideas on KGS Inc.'s new program – Start-up CEO Factory.	Brainstormed further ideas on Start-up CEO factory by practicing the Theory of Change method, listing Impact, Outcome, Output, and Activities.

Week 12:

20 th April	21 st April	22 nd April	23 rd April	24 th April	25 th April
Brainstorming meeting and making a map outline titled 'connecting the dots' to determine the impact we are trying to create and the ways to achieve that.	Discussed on various themes we can implement for the Startup CEO Factory program and made a list of curriculums that can be included within.	Worked on the digitization of all the documents related with Start-up CEO Factory. Further meetings and discussions regarding the above-mentioned initiative.	Started planning and setting eyes for hosting the first introductory and informative session on Startup CEO Factory.	Brainstorming session on how the event should look like and mapping the entire event timeline, scheduled during May.	Worked on preparing quotes and posters relating with the vision of KGS Inc.to frame it and put it in the office.

Month: April/May

Week 13:

27 th April	28 th April	29 th April	30 th April	1 st May	2 nd May
Was assigned to work on the curriculums designing for the Start-up CEO factory, a flagship introduction by KGS Inc.	Worked on making a video regarding mentorship and its importance, through our experiences in the NbS Innovation Challenge program.	Continued working on the video, laid out plans for the upcoming events in May.	Worked on the upcoming cohort's proposal to carry out the assignment for the second time with ICIMOD.	Holiday - International Labor Day.	Further worked on the second cohort proposal and brainstormed further on the events and its content, scheduled for May.

Month: May

Week 14:

4 th May	5 th May	6 th May	7 th May	8 th May	9 th May
Facilitated a mentorship session between the NbS Program Participant and his assigned mentor.	Worked on the mentorship session sheet document, compiling all the meeting minutes for the mentorship report.	Brainstormed and worked on event management for an upcoming event scheduled for mid-May.	Leave	Leave	Facilitated a mentorship session between the NbS Program Participant and his assigned mentor.

Week 15:

11 th May	12 th May	13 th May	14 th May	15 th May	16 th May
Worked on the mentorship session sheet document, compiling all the meeting minutes for the mentorship report.	Planned on conducting reflection meetings of entrepreneurs with the team to gain feedback. Worked on the proposal and budgeting for the next cohort.	Made meeting invites between entrepreneurs and the team and followed-up to ensure both parties are on the same page.	Facilitated meeting between two entrepreneurs and KGS's team and drafted meeting minutes.	Facilitated meeting between one entrepreneur and KGS's team. Listed the emails for invitation for the upcoming webinar.	Further listed emails for the upcoming webinar, a part of GIREE Alliance. Did some research on further incubators in Nepal.

Week 16:

18 th May	19 th May	20 th May	21 st May	22 nd May	23 rd May
Planning on the GIREE Alliance webinar and clarifying duties. Facilitated mentorship meetings between two NbS entrepreneurs and the internal team.	Worked on the GIREE Alliance webinar duties like making speaker bios and drafting deliverables. Worked on the mentorship video of Briddhi – partner organization.	Attended the pre-webinar meeting of the GIREE Alliance secretariat to plan on agendas and the flow of the webinar.			

Activities and Workplace Photos



Figure 6: Mentorship meeting with KGS Team, Mentee, and Mentor



Figure 7: Mentorship meeting with Mentor and Mentee



Figure 8. Closing Event of RIN Program

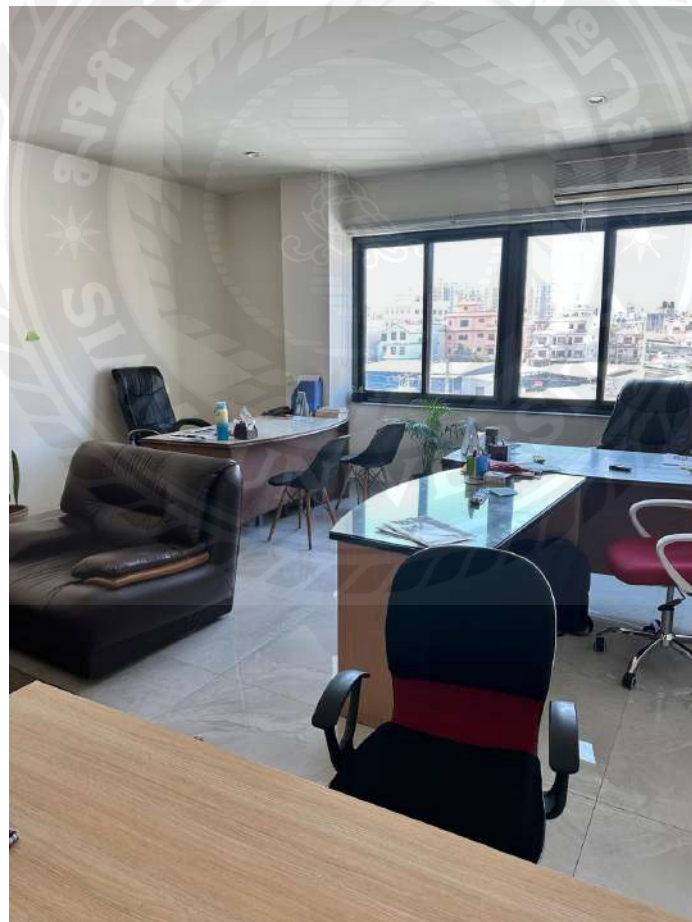


Figure 9. My workstation and the office



Figure 10: KGS Inc. Team Photo