

SUMMARY

- ❖ Possess rich and diverse experience of working in the development sector, including at the senior management level at CARE India, Society for Labour and Development, The American India Foundation (AIF), Child Rights and You (CRY), UN Volunteers/UNDP, Delhi School of Social Work and IGSSS.
- ❖ Strong analytical skills and deep understanding of perspectives of different stakeholders: government, donor, academic, community and NGO.
- ❖ Experienced in networking, strategic programme management, Research, Advocacy. Committed to rights based approach. **Intervention areas/Technical Support: Education, Health, Livelihoods, Work with Youth.**
- ❖ Programme management Competencies: -Capacity Building, Mentoring, Gendered programming, Monitoring and Evaluation, facilitating a good working environment, Networking, Liaison and Advocacy, Documentation and Communication Strategies, Change and knowledge management, ICT, **Social Media, New Media, film editing and programming content for diverse groups of stakeholders.**

EDUCATION

MA in Medical and Psychiatric Social Work (MA-MPSW) -1986: Tata Institute of Social Sciences (TISS) - Mumbai.
BA (Honours) in Geography - 1984: Kirori Mal College, University of Delhi.

WORK EXPERIENCE

Freelance Consultant, Volunteer (May 2016 till Date)

- Worked on a feasibility study and project report, to establish Womens helpline in the State of Jharkhand.
- Support to SMC of RCSV (School under Govt of Delhi), Jahangirpuri.
- Worked on workshop reports, survey designs, FGDs technical support amongst others to initiatives working in the area of education, health and volunteer management.
- Consultation on ICT and development of websites, content in the area of community participation, volunteer management and education.

Care India, Uttar Pradesh, Lucknow. (June 2013 - Till April 2016). Programme Manager, Girls Education Programme, (UP-GEP) Key Role: State level Head, responsible for Execution and Implementation of the UP-GEP.

- In consultation with the Technical Director (Education) and Regional Program Director (Dalit Hub), strategic execution and operational management of the Girls Education Programme including provisioning capacity building, monitoring and evaluation, technical support, advocacy, programme implementation, mentoring, guiding, providing strategic direction, ensuring internal controls and leading the State team of UP-GEP (team strength upto 42 colleagues), stationed in Lucknow, Bahraich, Shravasti, Hardoi, Barabanki and Balrampur. Direct line management of 8 team members, including District Coordinators, technical staff, and operations staff.
- **M&E: Help in establishing a robust M&E System for the programme. Provided support to UP Govt for M&E systems for its 746 Kasturba Gandhi Balika Vidyalayas (KGBV). These are residential schools catering mainly to adolescent Girls from disadvantaged communities. Leading the process of multi stakeholder annual evaluation of KGBVs, through the modality of the joint Internal Supervision Mission.**
- **Building social networks: Mentoring team members in programming for adolescent girl groups (Kishori Samoohs) on life skills, Communities, School Management Committees, teacher forums, NGO networks on Right to Education to keep girls in schools. Layering adolescent health components via education program.**
- **Developing and managing effective partnerships (through the modality of MOU) and operational linkages with key Governmental, Non-governmental agencies.** Facilitated quality program delivery in the areas of teacher support, educational planning, quality education, life skills, Safety and Security, TLMs / student enabling classrooms, reducing school dropouts, adolescent health. Relationship management and provisioning of Technical Support to key Government stakeholders and Apex govt bodies, such as SCERT, SSA (Education), NIPCCD (Child and Adolescent Health), SCPCR (Child Protection), NGOs, individuals, working on education, health, child protection and related fields.
- **Mainstreaming Health work with Education. Awareness of adolescent health, hygiene, WASH, included in the intervention with schools at direct level, at the same time through the Sarva Shiksha Abhiyaan.**
- Oversaw and managed at State Level, the Coordination of a longitudinal research of children's performance besides other studies to measure impact (Supported by the Patsy Collins Trust Fund Initiative - PCTFI).
- **Budgeting, Contract Compliance and financial management, reporting** (Ensuring overall programme compliance at State level, fund flow, forecasting expenses, burn rates etc., for multiple donors including USAID, Merck, CARE International (Join My Village), Trehan Foundation, PCTFI, ORACLE/ CAF amongst others) for the programme.
- **Advocacy:** - As per CARE's Strategic Programming Framework, helped position CARE as a leading organisation in promotion of Education in the State of UP. Represented CARE as one of the leading Organisations for the

- State Coalition on Right to Education (a State level forum/network of over 500 organisations working on education in the State).** Represented the programme and the organisation for various events, meetings, press conferences. Key stakeholder in the preparation of the Programme's Advocacy Strategy at State Level.
- **Advised UP Govt Department of Basic Education on Safety and Security of Girls.** Led and coordinated at State level, the multi stakeholder visioning process for creation of the Safety and Security Manual for Girls for the UP-Govt. Led to creating a teachers' handbook on Safety and Security of girls. Initiative was recognised by PMO, GOI as an innovative State effort for the Country.
 - Technical support provisioning and coordination to Govt on various components for its Annual Work Plan and Budget process in the field of Elementary Education. Ensuring timely preparation and revision of MOUs with Govt / other partners.
 - Conceptualised and coordinated a grievance redressal mechanism for girls in residential schools (KGBVs) in UP. Drop boxes for residential schools piloted and later accepted by UP Govt.
 - **Emergency Response:** Member of CARE's Emergency Response team. As head of Unit, ensured prompt and adequate provisioning and deployment of human and other resources for disaster relief and rehabilitation work.
 - **Represented CARE India at State level** in relevant forums on education as well as disaster response networks of Civil Society Organisations. Conducted regular field visits to CARE Offices and field areas at District level.
 - **Reporting and documentation:** - Provided timely inputs to CARE India Head office for donor reporting and accountability. Also, had direct and supportive responsibility for preparation of various inter as well as intra programme related documents, concept notes, quality proposals, monthly / quarterly / annual reports, scope of work documents, positional roles and responsibilities, planning notes, sole source and other notes/documents as needed.
 - **Planning and management of field visits for donors** (national and international), Governing Board members and others to UP- GEP (Care India as well as Care International).
 - **ICT and other technological planning and inputs for an enhanced learning environment for adolescent girl students (With VMWare Foundation and US Based Team4Tech).** Established a state of the art, solar powered library for the UDAAN School girls (residential school for adolescent out of school girls, managed by CARE at Sarvodaya Ashram), in the backward region of Hardoi, UP. This is the only facility of its kind in the region.
 - Ensuring adherence to deadlines, building programme learnings from strategic visioning and oversight planning. Conducting half yearly and annual appraisals of reportees.
 - Leading the Annual Planning and programme implementation Administration/implementation of strategic plans, incorporating learnings from field and best practices into programme design, SMART work plan processes, Team Development; helped integrate gender and inclusion in Programmatic plans.

Society for Labour and Development, New Delhi (April 2010- Till May 2013). *Director (Operations and Public Communications)* Prior position: - *Manager, Migration Programme and Head Education Programme (Till December 2011).*

- Work in partnership with the Directors and Senior Staff to operationalise the overall strategic programming framework consisting of program intervention for welfare of **migrant workers and their communities.** Areas of intervention included: worker education, citizenship education, work with adolescent boys and girls, childcare, access to public services including health, occupational health and safety, access to education under RTE for children of workers, besides other related areas.
- M&E, Coordination of Studies and Research. **Public Communications and management of programme quality.** Developing and managing programme support (funding) linkages and develop proposals for support.
- **Organising awareness camps, workshops and preparation of IEC material.**
- **Advocacy for Right to access to quality public Healthcare for migrant workers.**
- **Key player in developing learning centre for children and adolescents.**
- **Financial Management and Oversight.** Work with the Directors to manage financial activities, including: Coordination of the annual organizational budget making process, facilitation of the preparation of the financial reports and analyses. Assist Directors with fundraising and growth opportunities. Developing proposals and facilitate submission of reports to funders Operations & Process Management/Improvement. **Oversaw risk management and legal compliance**
- HR Management and inventory management, including overall directions for the creation of systems for identifying needs, recruitment, HR and other Policies, procurement and usage of equipment, maintenance cycle management.

Centre for Alternative Dalit Media (Secretariat for the National Confederation of Dalit Adivasi Organisations) - New Delhi. 1) *Executive Director* (Nov 2007- Dec 2009) 2) *Advisor (Reorganisation and Change management)* **Key Role:** 1) *Managing Programme and Operations / Secretariat of NACDOR,* 2) *Advising on restructuring of the organisation and managing change. Skill development and mentoring of stakeholders.*

- Managing Operations, Staff, Resource generation, strengthening of network for NACDOR.
- Directing NACDOR's strategic restructuring and creation of 'mobilisation' and 'administrative' units. Overall Programme management till May 2008.
- **Working with the Coalition of NGOs on Child Rights on issues related to inclusion of disadvantaged children in the NGO Country report on UNCRC.**
- **Advocacy on issues of special concern to disadvantaged communities:** - HIV and other Public Health Issues,

livelihoods, Education and Human Rights, access to Government schemes and services.

American India Foundation (AIF), New Delhi.(July 2005 till October 2007).*Director, Service Corps Fellowship Key Role: Giving a new direction to the Service Corps Fellowship (William J Clinton Fellowship).*

- Headed the Fellowship Programme, which is one of the 2 direct interventions of the AIF, established after the 2001 Gujarat Earthquake. **The prestigious 10-month fellowship programme, the only of its kind in India,** is for young American Permanent Residents; coming to India to provide need based specialised skills and competencies to grassroots NGOs in India across a multi thematic platform.
- Facilitated fellow support to NGOs working on diverse themes across the country, such as HIV, Education, Public Health and Microfinance.
- **M&E and Reporting:** Developed tailor-made evaluation tools and methods for the programme. Handled reporting for the programme for annual reports, media and donors.

Child Rights and You (CRY), New Delhi.(August 2004 till 28th February 2005).*General Manager - Youth and Volunteer Action. Key Role: Providing strategic direction to the Youth and Voluntary Action (YVA) Division.*

- Headed the newly created Youth and Volunteer division of CRY at National Level. Coordinated the development of a **rights based YVA National vision and strategy**, as part of the new strategy of CRY. Content backstopping for the youth and Volunteer Coordinators (YVA Team) in 5 metropolitan cities across 4 regions. Close supportive interaction with the team on a regular basis.
- Planning and implementation of group sharing, planning, strategizing and development programmes for the YVA team, **such as workshops on Child Rights and Community Action Groups.**
- Monitoring and Evaluation of the division's achievements. Prepared quarterly and half yearly reports, and organised the Half Yearly review for the division. Synergised working with different divisions of CRY, to help actualise divisional and organisational objectives.
- **Member of the organising committee of the Delhi ground event for the CRY Telethon, the first ever fundraiser Telethon organised in India.**

UN Volunteers / UNDP- India, New Delhi.(January 2000 till 31st December 2003).*United Nations' National Focal Point Person for the International Year of Volunteers (IYV2001) Key Role: Promotion of International Year of Volunteers India Programme and development of the Volunteer Promotion Unit. Promotion of Volunteering in India.*

- Key person at the National level in India for the UN's International Year of Volunteers 2001. Initiated various volunteer driven programmes and provided the necessary nourishment and support to these initiatives. Mainstreamed Volunteer Promotion in the new Country Programme (CCF-II) of the UNDP.
- **Worked with Multi-stakeholders, Government; Ministry of Youth Affairs and Sports (focal ministry for IYV and Volunteering) and Ministry of Communications (initiated the IYV2001 Postage Stamp).**
- One of the founders of 'We for Yamuna'-a youth environmental initiative working for regenerating river ecosystems, notably the River Yamuna.
- **Developed networks of youth and volunteers,** civil society organisations on volunteerism with diverse development themes as focus areas (These were: - **disability - including sight related, social inclusion, Child Rights, Public Health, adolescent issues and environment**). Initiated and facilitated the work of 'IYV - Regional Committees'. To bridge digital divide, coordinated a group of 'information volunteers'.
- **Managed 'Samatvam' a media volunteers group, to facilitate volunteer involvement in various programmes/studies on disability, childcare and social services. Established 'empathyindia' the first and only comprehensive disability e-zine in India.**
- Corporate Social Responsibility Advisor - member of the UNDP committee for institutionalising CSR in the CII - UNDP India Partnership Forum.
- Rights based - National Campaign with multi-stakeholders in collaboration with the 'Indian Academy of Paediatrics' for volunteering with Children in Need of Special Attention and 'Orphans of HIV parents'.
- **National Volunteer Awards instituted with National Foundation for India.** Member of the organising committee of various programmes at National and local levels, like the 8th Asia Pacific Conference of the International Association of Volunteer Effort (IAVE) at Delhi.

Delhi School of Social Work - University of Delhi.(May 1995 - January 2000).*Social Worker with Department of Special Assistance Key Role: Up-gradation of Social Work Curriculum; Support to Field / Extension Projects.*

- Field work Supervision for Post Graduate Students of Social Work, Programmes for field level involvement, in community action projects, for curriculum development for the MA course in Social Work. **Organisation of women community health workers' Group through the Gram Mahila Kendra** (Department's Extension and Demonstration Unit) and community outreach. Work with adolescent groups.
- As member of the core working group, helped in expansion of **CHILDLINE 1098** to Delhi and other cities with the partnership of the Ministry of Women and Child Development, GOI.

OTHER / EARLIER ASSIGNMENTS: -

Indo German Social Service Society (IGSSS) - New Delhi Executive Coordinator-SMILE Youth Mobilisation Programme (April 1993 - April 1995) Key Role: Development Cooperation, Mobilisation of youth for social development and reconstruction. Part time engagements as Senior Fellow, Volunteer, Associate- SMILE Youth Mobilisation Programme (April 1989 - Dec 1991) Key Role: Administration and Co-ordination of the 'Network to Oust Nuclear Energy', peoples' effort for alternatives to Nuclear Energy.

Mahavir Senior Model School - New Delhi School Counsellor (Jan 1992 - June 1992) Key Role: Coordination of Social Work activities at school level; Counselling of students.

Centre for Education and Communication - New Delhi Documentation Coordinator (May 1986 - March 1989) Key Role: Support Organisation for peoples' health and environmental initiatives.

COMPUTER AND EQUIPMENT SKILLS:

Applications: Windows based applications including MSOFFICE: (incl. Word, Excel, Powerpoint etc.), Internet search and email, Photo Editing: Photoshop, Film Editing: Adobe Premiere Pro, Data Analysis software: SPSS,

Office Equipment: Technically sound and abreast with the latest ICT technologies.

SPECIAL ASSIGNMENTS OVERSEAS

1. **Volunteer with the Gulf Peace Team** (a global voluntary non-partisan peace effort during the Gulf conflict 1991). (Humanitarian assistance in difficult circumstances)

- o **Member of reconstruction committee of the children's hospital at Karbala.**

- o Setting up of family level solar water purification systems based on pasteurisation of water, and solar cookers

2. **Facilitator in charge, with the 'Bhopal Victims Speaking Tour'** (South East Asia leg) organised by ARENA an NGO based in Hong Kong and the Bhopal Group for Information and Action - Bhopal (Nov. 1994),

PAPERS PRESENTED / CONFERENCES ORGANISED

- o **Paper on 'International Year of Volunteers in India' at the International Symposium on Volunteering - Organised by UNV & Others, Geneva. 2001**

- o **VIIIth Asia Pacific Conference of the International Association of Volunteer Effort (IAVE) (as co-organiser) Peoples' Institute of Dev. And Training, IYV-INDIA TEAM New Delhi. 2001.**

- o **'Possibilities and Challenges, The Indian Context' at Preparatory Conference for International Year of Volunteers - Asia Pacific Region. 2000 United Nations Volunteers - Dhaka, 2000.**

- o **Asia Social Forum, Hyderabad, 2-7 January 2003. Presentation on 'Environmental and other Risks of the Narora Atomic Power Plant'**

- o **Organised Workshop on Early Grade Reading 'Start Early - Read in Time,' CARE India, Lucknow, 2015.**

- o **World Social Forum, Mumbai, 16-21 January 2004. Member of the organising team - 'World Dignity Forum', seeking a new world order, free from Caste, Racial, Social, Ethnic and other forms of discrimination.**

MEMBERSHIP OF PROFESSIONAL BODIES and PANELS: -

- o **Hon. Member of the Gender Resource Group (UP State) SarvaShikshaAbhiyan, Govt of UP. (2013- 2015)**

- o **Hon. Member of the Governing Board, Indian Association of Volunteer Effort (InAVE). (2001 - 2010)**

- o **President and Advisor, Swachha - We for Change Foundation, working on Environmental issues, amongst young people. (2004 - till date)**

- o **Member, International Association of Volunteer Effort (IAVE). (2001 - 2010)**

- o **Member of the selection committee, NFI Internship Programme National Foundation of India. (2001 - 2012)**

SKILL&AWARENESS BUILDING PROGRAMMES ATTENDED

- o **Training programme on 'Basic & Advanced Data Analysis using SPSS', SAMBODHI, NOIDA, UP, Feb 2017.**

- o **Workshop on LFA, M&E frameworks, CARE India, Delhi October 2015.**

- o **Training programme on Emergency Response During Disasters, CARE India, Lucknow and Delhi, 2014**

- o **Workshop on Social Media for NGOs, SAFRG, Delhi 2012**

- o **Advocacy Training for Development Workers, NCAS, Pune 2008.**

- o **Training programme on Participatory Techniques in Community Work, National Institute of Urban Affairs, New Delhi, 2000.**

- o **International Computer Driving Licence (ICDL) UNDP, 2002 (Computer literacy certification for the UN)**

- o **Effective Leadership & Team Management Skills for Resource Managers, UNDP, New Delhi 2003.**

- o **Skills in Volunteer Management, by VSO-UK, New Delhi 2002.**

- o **Understanding disaster management. UNDP/UNDMT, New Delhi 2001.**

- o **Workshop on Peace, Conflict Resolution and Working in a War Zone, Gulf Peace Team, Baghdad, Iraq- Dec 1990.**

LANGUAGES KNOWN English (Full Professional Proficiency) and Hindi (Native or Bilingual Proficiency)

Other Interests:Created 'InDelhi' the only broad based, multi-issue Delhi/NCR based egroup to disseminate information related to meetings, happenings, event info etc., of interest to NGOs. (<http://groups.google.co.in/group/indelhi>) in Delhi/NCR.

I was a Hobby Photojournalist reporter for 'Demotix' (Now merged with Getty Images) an International Network of Photojournalists. I reported on current issues and events happening in India.