

My Vision:

A child friendly society based on the principles and values of dignity, equality and social justice to all.

PROFESSIONAL HISTORY AND COMPETENCIES:

Over the period of 25 years of my engagement with women, children, dalits, tribal, weaker sections, activists, professionals, civil society, NGOs, INGOs and the Government, I have acquired comprehensive understanding of the issues in the development sector in India, power relation within the society and its impact on women, children, dalits and the weaker sections of the society. The key skills and competency gained in the course of the journey is given below:

I. Program Design and Management:

- Designing road map and long term strategy in accordance with goals of organisation, local context and global perception.
- Develop child protection policy, standard operation process and tools for dissemination of programme and guidelines.
- Develop programmes, guidelines and frameworks on education in covenant with the provisions of RtE Act and Rules.
- Develop programme guidelines on health, education, livelihood, women and child rights etc and sustainability.
- Develop intervention plan for sensitizing and creating awareness among children, community and field level staff on key of child protection issues, laws and policy, available govt. structures and reporting mechanisms etc.
- Develop child centric, livelihood based and gender-responsive programmes and perform change management.
- Develop mechanism for involvement of all stake holders in planning, execution, monitoring and follow up.
- Develop intervention plan on child rights with special focus on child protection, child labour and other forms of abuse.
- Develop impact/process indicators, effective MIS system and tools for verification.
- Develop communication modules, manuals and IEC materials for awareness/education on rights and entitlements.
- Development and use of logical framework and participatory rural appraisal.
- Competent with Microsoft Office, Word, PowerPoint, Excel and internet etc.

II. Advocacy, Capacity Building and Organizational Growth:

- Knowledge of laws, policies and programmes related to children such as right to education, POCSO, CLPRA, JJ Act, and National Policy for Children, Child Protection Policy and programmes like ICPS, ICDS, NCLP, and SSA/RTE etc.
- Experience in liaison with Ministry of WCD, HRD, Home Affairs, Panchayati Raj and concerned departments of the said ministries as well as other institutions of repute.
- Capacity to nurture partnership/networking with government authorities, technical and academic institutions, standing committee, NGOs, networks, civil society, and community based groups as well as sustain the venture to achieve the goal.
- Skill to guide and build capacity of team, law enforcement agencies, govt. officials, civil society, community leaders and NGO on child rights, related policies, laws and programmes etc.
- Knowledge of judgments and advisories of Supreme Court of India on child labour, missing children, trackchild, and related actions by the government, gaps in implementation etc.
- Organize trainings, w/s, learning sessions and creating platform for sharing and dialogue on model intervention.
- Initiate research on relevant policies and programmes on education, child protection, participation and developmental issues in India.
- Capacity to build public opinion and sensitize the policy makers, involve legal system and judiciary on the issues of child right to education, health, participation, protection, dignity and child labour etc.
- Experience in making need assessment of staff and partners and roll out relevant capacity building procedures.

III. Management of Grants and Disbursal of Funds:-

- Develop and review grant sanctioning system within the organization including setting indicators, content, time line, procedures, specification of team members, volume and levels etc.
- Perform grant making role, assessment of application, budget and oversee effective utilization of funds to the volume of Rs. 40 million to over 100 million per annum during the last 10 years.
- Advise and finalize selection of new partners. Finalised selection of about 76 NGO partners after scrutinizing program and financial capability, MoA, Board, need assessment and management competencies etc. in 5 States of North India.
- Advice and build capacity for adherence to disbursal of funds, timeline, system and reporting by own team and NGO partners etc.
- Documentation of quality reports by the team and management of quality donor reporting systems.

IV. Resources Generation:-

- Development of proposals, budgets and log frame on child education, health, nutrition, protection and participation, rescue and rehabilitation of child labour, missing children, livelihood generation, income generation programme etc.
- Identification and building key relationship with potential donors, liaison and coordination with existing donors, timely donor's reporting and compliance.
- Grant acquisition and management of effective and efficient sponsorship programme/projects. Managed sponsorship programme of Aide et Action, AID, DFID, European Union, Kids Rights and Wild Ganzen etc.
- Develop strategy for improving the visibility, building brand and standing of the organization and acting as the ambassador of the organisation in the outside world.
- Experience of mobilization of resources through tele-calling, email services, by organizing events and campaigns etc.

V. Management of HR and General Administration:

- Build capacity of team, provide strategic leadership and manage the programme outcomes and innovations.
- Lead team of professionals, motivate, inspire and collaborate effectively with people at all levels.
- Management of recruitment, orientation, mentoring, setting objectives and performance appraisal.
- Manage multicultural environment, internal communication system and grievance management.
- Management of vendors, contractors, consultants and other relevant stakeholders hired.

VI. Finance and Budget:

- Develop annual budget including budget for program, overhead, monitoring and growth etc.
- Monitor budget allocation, utilization, review and timely action on over/under spending etc.
- Ensure good financial system, day to day review of books of accounts and approval of expenses.
- Build sound financial system and internal check mechanism.
- Ensure adherence to statutory requirements and all audit compliances etc.

B. SIGNIFICANT WRITINGS AND ACTIVITIES IN RECENT PAST:

- Prepared wChild Protection Policy and Programme Integration Plan along with a team for funding Agency **ChildFund, India**.
- Conducted the end line evaluation of the EU funded programme 'Children's Alliance for realization of Child Rights' implemented by partners of **Save the Children** in the states of Odisha and Bihar.
- Led BBA in the national w/s on access to enrolment, retention and quality education and enhanced learning outcome organised by **MHRD and participated by govt. authorities at state** level and made a presentation on the same.
- Designed and **implemented a model child friendly village concept** putting building of community capacity, child participation, community, government and NGO participation at panchayat, district and state level as the core of all interventions for elimination of all kinds of vulnerability of children and establishing an exploitation free society.
- Led a team and represented views of BBA on trackchild portal that contributed in design and development of national **trackchild portal by NIC and MWCD**. Shared SC's advisory and recommendations from BBA in 2 seminars conducted **by MWCD and MHA**.
- Led a team and completed Mid-Term Evaluation Report on 'Reintegration of Street Children, India' for 5 partners covering 5 states of India, supported by **Railway Children and Comic Relief, UK**.
- Facilitated workshop on the findings of the study on 'reintegration of street children, India' for sharings good practices by partners, achievements, shortcomings in the design and process with all partners of Railway Children.
- Completed analysis and status Report of Child Protection Committee (CPC) of Chandauli district of U.P state under **Integrated Child Protection Scheme (ICPS)**.
- Invited **by National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi** and have taken sessions on child rights, sustainable development and designing programmes for NGO's etc.

C. SERVICE EXPERIENCE IN DIFFERENT ORGANISATIONS:

I. Ongoing Experience:

Working as a free lance consultant with NGO and INGO from April, 2014. Specifically working with Independent Thought as their Sr. Consultant and Advisor and Save the childhood movement as Technical program advisor etc. Presently doing an assignment (Developing Child Protection Policy and Program Integration Plan) for ChildFund, India along with I Thought. Other assignments I have been working on as independent consultants are as follows:

- Evaluation of Projects and organizations, impact assessment and process design.

- Developing manual on Child Protection Policy, procedure and programme integration plan.
- Research and analysis of programmes on education, child rights and child participation etc.
- Building capacity of Govt. functionaries, NGOs, civil society etc on the issues of child rights, issues of protection, legal interventions, policies programme and laws on education, child labour and livelihoods etc.
- Developing intervention strategy of organizations and building capacity on advocacy with government and its institutions at different level etc.

II. Previous Work and Management Experience Details:

1. Worked as **Director - Projects, Bachpan Bachao Andolan (BBA)**, New Delhi, from July, 2013 to March, 2014 and discharged the following responsibilities:

- Ensure overall management of activities/programs, implementation of projects on education, child labour and planning, budgeting, review, reporting and communication.
- Provide an advisory role to the BBA Governing Council and member organisations on policy and strategy.
- Ensure designing, implementation, review, documentation of programme on education, child protection and creating child friendly village by central office and 4 state teams comprising Of more than 100 villages.
- Oversee and build capacity of the team on policies and acts on education, child protection and child labour Play leading role in identification, raid, rescue, repatriation, rehabilitation and follow up of children engaged in child labour and domestic labour.
- Institute internal and external research on issues of children, policy on children, programmes implemented and impact on children and the community etc.
- Supervise the team and provide input for the desired output, develop MIS and carry out appraisal of team.
- Advocacy with various bodies including government departments, law enforcement agencies, Judiciary, Child rights Commissions, network partners for policy formulation and implementation on child rights with focus on child labour, education and child protection.
- Liaisoning with international organizations, agencies and institutions working on the issues of children.
- Ensure compliance and rolling out of mission, vision, goal, policies and programmes of the organisation.

2. **Engaged with Railway Children, UK as Consultant** from December, 2012 to June, 2013.

a. Worked as a consultant and evaluator with Railway Children, UK and led a team for conducting midterm evaluation of the project '**reintegration of street children, India**' implemented by Partners of **Railway Children, UK**, in 5 States of India with focus on the impact of their interventions on the children with respect to their education and protection, their immediate care givers, and the State as well as recommendation for appropriate design and strategy for achieving the desired outcome of the project in the remaining period of the grant.

b. Prepared an analysis report of the engagement of Railway Children with the Government functionaries in UP for implementation of ICPS and formation of Child Protection Committees etc.

3. **Worked with a leading child rights and funding agency, Child Rights and You, (CRY- Delhi)** from 1st November 2004 to 23rd July, 2012 in the capacities as State Head, UP (2004-09), State Head, Jammu & Kashmir and Uttarakhand (2009-10) and State Head, Rajasthan (2010-12).

Major responsibilities discharged as **State Head (Associate General Manager, DS, CRY)** is as under:

- Managing a team of professionals and performance appraisal.
- Advocacy with government and civil society on policies, programs and laws on women and child rights.
- Performing grant making role and adherence by the team including system and governance.
- Efficient and effective deployment of fund to partners and fellows towards child rights initiatives.
- Partnership with civil society organizations, commissions and Govt. bodies.
- Support to resource generation team with proposals and presentation.
- NGO management – Macro and micro planning on program implementation, monitoring and evaluation.
- Selection of new partners and fellows for financial support and validation of system and programme.
- Capacity building on holistic Child Rights and building perspective on the child protection issues.
- Research and study on the issues of education, health and child protection.
- Development of organizational key focus areas in line with its vision, goal and strategy.
- Representing different internal committees within the organisation at regional and national level.
- Representing Organizational Development Ambassadors for the Regional Office.
- Performing HR function, conducting interviews and BEI of candidates, capacity building and hand holding etc.

4. Served in a National level NGO, Alternative for India Development (AID, India):- From 1st April 2002 to 30th October, 04 as Project Manager, Site: - Palamau, Garhwa and Ranchi in the state of Jharkhand. Key responsibilities performed are as follows:

- Coordinating with donors, managing planning, implementation and review of programme in Jharkhand.
- Provide leadership, management of sponsorship program and projects on livelihood, watershed, education health, community radio, vocational training, governance supported by E U, Action Aid, UNICEF, Aid et Action, NFI, AID, etc.
- Management of HR functions including recruitment, training, organizational objectives and performance appraisals.
- Management of inter-sectoral coordination, information sharing and reviewing progress/achievements.
- Advocacy and liaisoning with government authorities and other NGOs at state/national level.
- Management of workshop/seminar/training on livelihood promotion, educational and other developmental issues.
- Identification of youth, providing vocational training through the VTC and arranging their placement.
- Develop and maintain long term relationships with the government organizations, NGO's, and funding agencies.
- Mobilise, build and strengthen alliances of communities based organizations, individuals and civil society.
- Evolve national/regional strategy of the organization through involvement of the CBO and other stake holders.
- Management of system and financial accountability of the organization at project, donor and state level.

5. Served as Project Officer in Old Rourkela Education Society, Rourkela-16 in the state of Odisha from July, 89 to March, 2002 and performed the following responsibility:

- Management of planning, implementation, monitoring and evaluation of projects and preparation of reports.
- Management of financial system and approval of expenditures, vendor management etc.
- Management of human resource functions including recruitment, orientation and performance appraisal.
- Advocacy and liaison with government authorities and others NGO at district and state level.
- Conduct workshop/seminar/training on educational and other developmental issues.
- Planning and executing of evaluation studies on the issues of health, education and livelihood promotion etc.
- Conduct capacity building programme on project planning, management, monitoring and documentation etc.
- Organization of w/s and training on developmental and current issues for the teams of different NGO and CBO.
- Prepare proposals for grass roots level NGOs on different issues along with budget and log frame analysis etc.

6. Served as Project officer in an NGO Society for Developmental Action, at Baripada in Mayurbhanj District of Odisha from 1st April, 1988 to 31st September, 1988 and performed the responsibilities as follows:

- Management of Non formal Education Centers sponsored by MHRD, Govt of India, New Delhi.
- Planning, implementation, monitoring and evaluation of the project on education and health.
- Management of human resource functions including mentoring and capacity building.
- Conduct workshop/seminar/training on educational and other developmental issues.

D. PERIOD UNACCOUNTED FOR:

- **1st July, 1987 to 30th March, 1988 (9 months) has not been accounted for** as I used this period to work as a volunteer with tribal community in Sundergarh District of Orissa from where I had completed my schooling after completion of my 2 years professional diploma in rural development.
- **1st October, 1988 to 30th June, 89 (9 months) has not been accounted for** as I was unemployed during the period and spent the time at home.
- **24th July, 2012 to 17th of November, 12 (5 months) not accounted for,** as I used this period to take a break from professional work and for rendering voluntary service to small NGO's in and around Delhi.

E. MEMBERSHIP OF PROFESSIONAL BODIES:

- Member of Whiteboard, I Volunteer, Delhi, India.
- Member of Council of Professional Social Workers working in different parts of India.

F. ACADEMIC AND TECHNICAL QUALIFICATIONS:

Sl. No	Examination Passed	Board/University	Year of Passing	Division/ Grade
1	High School (Secondary) Certificate in 1979	Board of Secondary Education, Orissa.	1979	1 st Division
2	Intermediate of Science	Sambalpur University	1982	1 st Division

3.	B. Sc. with Chemistry (Hon's.)	Sambalpur University	1985	2 nd Division
4.	Post Graduate Diploma in Rural Development	Xavier Institute of Social Service (XISS), Ranchi.	1987	A Grade
5.	L.L.B	Sambalpur University	1992	2 nd Division
6.	Diploma in Public Relation	Indian Foundation of PR Education & Research, New Delhi.	1993	A Grade
7.	Diploma in Computer Application	Jan Sikshan Kendra, Rourkela.	2001	Certified
8.	Certificate Course in Community Radio	Institute of Mass Communication, MAHE, Manipal.	2002	Certified

G. CONSULTATIONS, W/S, TRAINING AND CONFERENCES PARTICIPATED AND CONTRIBUTED ACTIVELY DURING 2013-15:

Sl	Topic/Programme
1	Completed Campaign Academy India's residential training on "Hands on learning to win social campaign"
2	National conference on 'TRACKCHILD'- Integrated Child Protection Scheme by Ministry of WCD.
3	National w/s on access, enrolment, retention & enhanced learning outcomes of out of school children - MHRD.
4	Sharing experience, building alliance. W/s on gender based discrimination and diminishing sex ratio.
5	Consultation on Child Participation and Leadership Development as per UNCRC declaration.
6	W/s on missing children, Supreme Court's guidelines and advisory on missing children by MHA for all SH.
7	Workshop on Child Rights to education, RTE, Child Rights Centricity and Child Right programming.
8	W/s on child rights advocacy with focus on child right to protection and ICPS.

H. PERSONAL PROFILE:

Name	Mohammad Salam Khan
Father's Name:	Abdul Khair Khan
Sex:	Male
Date of Birth:	24th Oct. 1963
Marital Status:	Married
Nationality:	Indian
Language Proficiency:	English, Hindi, Urdu and Oriya.
Hobbies	Listening to old songs, reading and travelling.
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I. VALUES I BELIEVE IN AND STAND FOR:

- Transparency, accountability, democratic practices, valuing diversity and knowledge sharing.
- One mission at one point of time with quality performance and disciplined work.
- Belief in non violence, social justice, equality and conviction for the empowerment of the poor.
- Gender sensitivity and equal opportunity with dignity.

I certify that to the best of my knowledge and belief, this information sheet, from page 1 to 5, correctly describes me, my qualifications and my experience.

Mohammad Salam Khan,
New Delhi.