

NAEEM SARWAR

House no 848, Street 106, G-9/4 – Islamabad

PERSONAL INFORMATION

Telephone +92 300 555 2061, +92 321 981 2324
Date of Birth April 12, 1979
Languages English, Urdu, Hindko & Punjabi
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EDUCATION

Degree **M. Sc (In-Progress)**
Major (Subjects) *Disaster Risk Management,*
University/Board Preston University, Islamabad

Degree **M. Sc (2003)**
Major (Subjects) *Clinical Psychology,*
University/Board Institute of Professional Psychology-Karachi, (Bahria University-Islamabad, Pakistan)

Degree **DIPLOMA IN COMPUTER SCIENCE (2001)**
University/Board Board of Technical Education, Govt. of NWFP, Peshawar, Pakistan

WORK EXPERIENCE

Programmes Manager, (Humanitarian & Psychosocial Programmes) Jan 2014 – till now
Human Appeal International, Islamabad, Pakistan,

1. Supervising the execution of projects, providing real time resolution for problems encountered during the implementation and mitigating the programme risks.
2. Maintaining and making sure the programme schedules are followed and Reporting on project status as agreed with the donor
3. Managing project team & accounting for project cost, time and budget
4. Tracking the external funding environment and inflow of type/amount of funds, suggesting necessary adjustments to fund-raising targets and/or strategies, to reach those targets;
5. Representing HAI in meetings with key partners to advocate and promote HAI's programme goals and objectives, communicate on organizational policies and maintain and strengthen relationships.
6. Follow up on the implementation of recommendations and agreements.
7. Develop funding proposals and partnerships, coordinate engagement activities, manage the relationship with local and international donors

Program Manager, (Psychosocial Program) July 2011 – 31st Dec 2013

Pakistan Red Crescent Society, Muzaffarabad, Kashmir, Pakistan, (position funded by Turkish Red Crescent Society)

1. Administer and implement Program activities in accordance with the PRCS/TRCS policies.
2. Prepare the drafts for annual and quarterly work-plans; monitor work-plan implementation and inform the Country Manager of any foreseeable delays or changes in a timely manner.
3. Provide leadership, strategic guidance, and supervision to the all programs/departments including integration of livelihood (vocational centre, computer centre) and DRR into psychosocial activity centre.
4. Represent PRCS/TRCS by attending and contributing to inter-agency (health and other relevant) cluster meetings, and contributing to the continuing evolution of the UN-led strategy for Kashmir.
5. To organize capacity building training activities for local govt. line departments and counterparts

6. To lead, prepare and facilitate the capacity-building plane for the local Red Crescent and local NGOs in the field of Psychosocial Support.
7. Prepare a variety of financial and narrative monthly and quarterly reports on program activities and operations and gather statistical data as needed or requested

Program Officer, Feb 2008 – June 2011

Sungi Welfare Society, Bagh, Kashmir, Pakistan,

- 1) The effective and efficient Planning, monitoring and reporting of the field project activities in line with the project proposal, the budget, time frame and donor regulations.
- 2) Implementing organizational procedures, systems and guidelines, reporting in line with SWS internal requirements and according to donor standers / requirements on monthly, quarterly, and annually basis
- 3) Preparing proposals, concept notes and LFA's when and where required for SWS.
- 4) Assess, plan, prepare and conduct capacity building trainings and project trainings for different groups from Govt., local NGO's, CBO's and community.
- 5) Design, plan and execute formative and summative evaluations as per the donor requirements

Psychosocial Coordinator, (On UK contract/International Post), Sep 2006 – Jan 2008

HelpAge International, INGO, Leading global action on ageing, (P.O Box 32832, London N1 9ZN,UK)

- 1) Was responsible for the overall direction and management of field operations, and to represent HelpAge International, liaise with other partners including Donors and the Government representatives, UN, National and International NGOs
- 2) Assess, plan, prepare and conduct capacity building trainings for different groups from Govt. local and International NGO's and community.
- 3) Responsible for monitoring and documenting achievement of project outputs and objectives, ensuring the quality and timely achievement of program objectives
- 4) Prepare and submit timely internal reports on field activities, detailing the progress and achievement of project outputs and objectives, the challenges faced and how they were tackled and recommendations for subsequent phases.
- 5) Ensure lessons learnt in monitoring and evaluations are captured, capitalized and incorporated into Helpage International programs through systematic supervision, reporting and documentation including exchange of feed back on project impact for replication and scaling up

Psychologist, Nov 2005 – Aug 2006,

Turkish Red Crescent Society (TRCS), Humanitarian Aid Team Muzaffarabad, Pakistan Administered Kashmir

1. Administer and implement Program activities in accordance with the TRCS policies.
2. Prepare the drafts for annual and quarterly work-plans; monitor work-plan implementation and inform the Country Manager of any foreseeable delays or changes in a timely manner.
3. Represent TRCS by attending and contributing to inter-agency (health and other relevant) cluster meetings, and contributing to the continuing evolution of the UN-led strategy for Kashmir.
4. To organize training activities on participatory appraisal methodologies for local counterparts
5. To lead, prepare and facilitate the capacity building plane for the local Red Crescent and local NGOs in the field of Psychosocial Support.
6. To build, train and manage a network of volunteers in the each camp and assign duties according to their skills, education and experience.
7. Prepare a variety of monthly and quarterly reports on program activities and operations and gather statistical data as needed or requested

**Field Officer Community Mobilization, Sep 2001 – Oct 2005,
The Citizens Foundations – Karachi**

1. Overall responsible for the social mobilization activities in the targeted communities
2. Formation of Community Based Organizations and mobilize the members of these groups
3. Promotes gender equality, democratic decision-making and is all-inclusive
4. To identify potential leaders/community focal persons/volunteers and ensure their participation
5. To encourage and stimulate full participation of all community members; with special attention to those who are usually unaccessed, marginalized and overlooked in community decision making
6. Perform field research activities pertaining to baseline, assessments, prepare case studies, & develop quality photos etc.
7. Ensure the production of good quality, accurate, and timely implementation of planned mobilization activities against the objectives of the project and its achievement
8. Mobilize community groups, sensitize them on education as required, organize and facilitate meetings and conduct awareness sessions
9. Provide technical assistance to and advise community groups on project identification and implementation strategies

TRAININGS ATTENDED

- 27 – 29 Oct 2014, **Project Cycle Management**, Human Appeal – UK, Islamabad, Pakistan
- 66 – 30 May 2014, **Leadership Development Program (LDP)**, Human Appeal – UK, Islamabad, Pakistan
- 25 – 29 Nov 2013, **Project / Program Planning (PPP)**, IFRC – PRCS, Islamabad, Pakistan
- 17 – 24 March 2012, **National Disaster Response Team**, (and became member of NDRT) by IFRC-PRCS, Islamabad, Pakistan
- 11 – 13 May 2010, **Social Mobilization**, by Sungi Development Foundation, ERRA & FAO
- 5 Nov, 2009, **TOT** on “**Household water treatment methods and water safety plans**”, by PCRWR, UNICEF and ERRA
- 27 – 29 July 2009, “**Community based Child Protection**”, conducted by UNICEF and Ministry of SW&WD, AJK
- 04 – 09 Aug 2008, **Project Planning and Control**, using **Primavera Project Planner**, Conducted by Skill Development counsel, Ministry of Labor and Manpower, Gov. of Pakistan.
- 25, May 2008, “**Introduction to Mental Health and Disaster Preparedness**”, conducted Online by, JOHNS HOPKINS BLOOMBERG SCHOOL of PUBLIC HEALTH
- 26 February 2008, “**Disaster Mental Health Planning**”, conducted Online by, JOHNS HOPKINS BLOOMBERG SCHOOL of PUBLIC HEALTH
- 19 – 24 March 2007, Six days Training of Trainers (TOT) on “**Disaster Management**” conducted by National Volunteers Movement (NVM) Govt. of Pakistan and UNDP
- 6 – 7 March 2007, Two days Training on “**Social Protection**” conducted by HelpAge /Merlin
- 31st Oct 2006, 1 day Training of Trainers (TOT) on “**Psychosocial Support**” conducted by HelpAge /Merlin
- 16 – 19 Oct 2006, 4 days Training “**Psychosocial Interventions Following Disasters**” conducted by HelpAge /Merlin
- 23 – 26 March 2006, 4 days Training of “**Psychological Interventions Following Disasters**”, conducted by Turkish Red Crescent Society in collaboration with Turkish Psychological Association and Union of Disaster Psychosocial Services (UDPS-TURKEY)
- 8 – 9 April 2006, 2 days Training of “**Two Disasters, Two Countries: Bridging the Psychosocial Experience of Pakistan and Turkey**”, conducted by Turkish Red Crescent society in collaboration with Turkish Psychiatric Association and Union of Disaster Psychosocial Services (UDPS-TURKEY)
- 12 – 13 Feb 2006, 2 days Training of Trainers (TOT) on “**Psychosocial Support**” conducted by Turkish Red Crescent Society
- 12 – 13 Nov 2005, 2 days Training of “**Psychological First Aid**” conducted by Turkish Red Crescent Society
- 17 – 18 Nov 2005, 2 days Training of “**Community Mobilization**” conducted by Turkish Red Crescent Society

- 15 – 16 Nov 2005, 2 days Training of “**Aid-Worker Support Program**” conducted by Turkish Red Crescent Society

TRAININGS CONDUCTED

- “**Community Based Disaster Management**” developed and conducted with the representatives of line departments, NGOs, CBO’s and volunteers, District Haveli, District Bagh, AJK (30 training sessions each having 25 participants)
- “**Community based Child Protection and role of Civil Society** ” developed and conducted with representatives of line departments, NGOs, CBO’s and volunteers, District Haveli and District Bagh, AJK (40 training sessions each having 25 participants)
- “**Trauma Counseling**”, Developed and conducted with community leaders and teachers for Pakistan-Community Development Program (PAK-CDP), at Sharda, District Neelum, Kashmir (3 training sessions each having 25 participants)
- “**Trauma Counseling**”, Developed and conducted with community leaders and teachers for Sungi welfare Society, at Forward Kahota, Kashmir (5 training sessions each having 25 participants)
- “**Psychosocial Inventions Following Disasters**” with Community members in 41 IDP Camps, 80 training sessions each having 20 participants
- “**Psychosocial Inventions Following Disasters**” with Community members in Neelum Valley at fifteen Different Locations Each Training having 20 participants
- “**Psychosocial Inventions Following Disasters**” conducted with Merlin Staff and community members (10 trainings, each including at least 20 participants) in Lower Neelum Valley
- **Psychosocial Training** (including Psychological First-Aid, Aid-worker Support and Community Mobilization) given to School Teachers, representatives form Ministry of social welfare and groups of Volunteers, more than 40 trainings, each including around 20 participants.
- **Psychosocial Trainings** (including Psychological First-Aid, Aid-worker Support and Community Mobilization) to Local Red Crescent Chapter (Pakistan Red Crescent Society AJK State Branch)
- “**Disaster Preparedness Training**” conducted with School Children and Teachers of Azad Jammu & Kashmir, (32 trainings, each having around 30 participants)
- “**Counseling Skills**” conducted with school/college teachers AJK, (10 trainings, each having 35 participants)
- “**Stress & Grief Management**” conducted with Community of AJK, (20 trainings, each having 35 participants)
- “**Drug Abuse and Parenting Skills**” conducted with Community of AJK, (2 trainings, each having 45 participants)

ARTICLES & RESEARCH PAPERS

- Dodge, Gordon R. & Sarwar, Naeem, (2007) Meeting the Psychosocial Needs of the Elderly Kashmir Earthquake Survivors, *Coping with Crisis*, #2, June, 2007, Psychological Reference Center, Danish Red Cross, Copenhagen, Denmark. (<http://psp.drk.dk/graphics/2003referencecenter/News-coping/CWC2007/CWC0207EN.pub.pdf>)
- Developed a brochure “Coping with Crises” (English & Urdu) according to the cultural values and community needs of the affected area for Turkish Red Crescent Society

STRENGTHS

- Good Administrative, Managerial and supervisory skills
- Hard working, flexible and able to work under difficult and challenging situations
- Ability and willingness to travel or relocate
- Excellent report writing and presentations skills
- Strong Communication skills,
- Good adjustability to new people and alien environments
- Energetic, active and enthusiastic and very good team player

REFERENCES

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| <p>1. Muhammad Atif Khan,
Secretary, Pakistan Red Crescent Society AJK,
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Email: secretary.prcsajk@yahoo.com</p> | <p>2. Khalid Javed
Head of Humanitarian and Development Programmes
Phone: +92 302 555 6241
Email: khalid.javed@humanappeal.org.pk</p> |
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