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## CLETUS ZUZARTE

<b>Currently</b>	<b>Assistant Professor at College of Social Work, Nirmala Niketan, Mumbai</b>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Work with Students of Social Work and inspire them to take up social action with passion and love that makes a difference to the society we live in</li> <li>2. Enhance the social sector with insights into issues raised through participative research, development action and knowledge management</li> <li>3. Understand the goal and vision of Employer / Organization and strive towards achieving the targets set</li> </ol>
<b>Education</b>	1983 to 1986 St. Xavier's College, Mumbai, Maharashtra <b>Bachelor of Arts – Ancient Indian Culture</b> University of Mumbai, 62.6%
	1988 to 1994 St. Pius College, Mumbai, Maharashtra <b>Philosophy and Theology</b> Archdiocese of Mumbai, A + Grade
	1999 to 2001 College of Social Work, Mumbai, Maharashtra <b>Master of Social Work</b> (Generic Course) University of Mumbai, 69.3 % 2002 - College of Social Work, Mumbai
	<b>Post Graduate Diploma in Research Methodology</b> Nirmala Niketan Social Science Research Education, - 80%
	2005 to 2006 Xavier Institute of Management, Mumbai <b>Post Graduate Diploma in Human Resource Excellence</b> Xavier Institute of Management, 85%
	Dec 2006 IGNOU New Delhi <b>Diploma in Youth Development Work</b> IGNOU Online 80%
	2008 Institute of Human Rights, New Delhi (United Nations approved) <b>Diploma in Human Rights</b> Institute of Human Rights, -- 1 <sup>st</sup> Year – 68%, 2 <sup>nd</sup> Year – 69%
<b>Awards received</b>	K. Mazumdar Award – Highest marks in Research Project - MSW 2001 Helen D'silva Award – Highest marks in Field Work – MSW 2001
<b>Professional experience</b>	June 2001 to Nov 2001 <b>Centre for Social Action</b> , Mumbai, Maharashtra <b>Programme Coordinator</b> <ul style="list-style-type: none"> <li>✓ Writing Project Proposals for WRSSF</li> <li>✓ Organizing &amp; Animation of Meetings &amp; Training Programmes for participants of WRSSF workshops</li> <li>✓ Assisted as a Researcher on a Qualitative Study for the Archdiocese of Mumbai</li> </ul>
	Dec 2001 to Feb 2002 <b>IndianNGOs.com</b> , Mumbai, Maharashtra <b>Research Fellow</b> <ul style="list-style-type: none"> <li>✓ Credit Rating of NGOs</li> <li>✓ Research Data on two organizations – Aasara &amp; Prerana</li> </ul>
	Mar 2002 to Sept 2002 <b>The Vatsalya Foundation</b> , Mumbai, Maharashtra <b>Research and Documentation Officer</b> <ul style="list-style-type: none"> <li>✓ Developed documentation systems – evaluation, performance appraisal and reporting formats for the staff</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Animated meetings and training programmes</li> <li>✓ Developed an interactive website</li> </ul> <p>Oct 2002 to Jan 2008, <b>Don Bosco Development Society</b>, Mumbai <b>Researcher</b></p> <ul style="list-style-type: none"> <li>✓ Research – Needs Analysis, Socio-Economic Studies, Surveys and Status study on Youth.</li> <li>✓ Writing Project Proposals – Community College, Tribal Integrated Projects and other fund raising proposals.</li> <li>✓ Assisted in PSP Process – PRAs, LFAs &amp; Operations Plans</li> <li>✓ Compilation of Research based Reports and Secondary Information</li> <li>✓ Assisted in Networking Process of Technical Institutes</li> <li>✓ Documentation of Youth information (Education and Livelihood) through “Shikshan Jeevika” a software developed, support data entry &amp; follow up.</li> <li>✓ Animation of Youth Groups</li> </ul>
	<p>Jan 2008 to Mar 2013, <b>Caritas India – West Zone</b>, Mumbai Office <b>Zonal Manager - West</b></p> <ul style="list-style-type: none"> <li>✓ Coverage of four States – Maharashtra, Gujarat, Madhya Pradesh and Goa; along with a six member Team consisting of 4 State Officers, Finance and Administration persons.</li> <li>✓ Worked along with Core Partners to develop their Capacity in the area of Project Planning, Implementation, Monitoring and Evaluation.</li> <li>✓ Worked at developing Project Proposals (Results Based Methodology) every quarter that were sent to the Project Selection Committee and are now being implemented in the West Zone.</li> <li>✓ Facilitation of Partners to develop their Organizational Capacity and Social Development Perspective and to focus on one or two thrust areas in a specific geographical area with the identified target group.</li> <li>✓ Issues include – Good Governance, Livelihood, Natural Resource Management, Women Empowerment, Rights based Approach, People led Development.</li> <li>✓ Enabled Partners to work on Resource Mobilization and Fund Generation through various sources like Government Projects &amp; Corporate Sector Funds.</li> </ul>
	<p>April 2013 – October, 2014, <b>Swades Foundation</b>, Mumbai <b>Programme Associate</b></p> <ul style="list-style-type: none"> <li>✓ Self Help Groups – Guiding team of social workers on CBOs and effective monitoring so as to develop linkages with other verticals – Agriculture, WatSan, Education &amp; Livelihood</li> <li>✓ Development of (Swajan Jagruti Kendra) Community Learning Resource Centre and the Sustaining Enterprises in coordination with the local community.</li> <li>✓ Exploring possibility of Livelihood possibilities within the community and developing linkages with Government and market.</li> </ul>
	<p>November 2014 to June 2018, <b>Centre for Social Action</b>, Mumbai <b>Program Manager</b></p> <ul style="list-style-type: none"> <li>✓ Facilitation of the Programs of Mumbai, Thane and Raigad Districts and their Teams</li> <li>✓ Staff Development and Enhancement through Monthly Meetings, Trainings &amp; Planning</li> <li>✓ Development of Centre Management System (MIS) in collaboration with Tata Consultancy Services</li> <li>✓ Preparation of Proposals for Fund Raising for various Projects and requirements for Donor, Corporates and Funding Agencies.</li> <li>✓ Preparation of Annual Report 2013-14, 2015-16 &amp; 2016-17 and assistance with the CSA Impact - Quarterly Bulletin</li> <li>✓ Preparation of Monthly, Quarterly, Half Yearly and Annual Reports for Funding Agencies – Misereor, Caritas India and for Documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Development of Bal Sansad Handbook with inputs and discussion with the CSA Team</li> <li>✓ Developed the Domestic Workers Skills Enhancement Training Program with Mulund CCO and thereafter Training replicated to four Partners.</li> <li>✓ Development of Financial Literacy Program Concept and Modules with CSA Team</li> <li>✓ Focus on People Led Empowerment Approach in all interventions at the field level – working with Animators and the Partners.</li> <li>✓ Monitoring and Evaluation of Projects and Programs of CSA with Partners</li> <li>✓ Meetings and Presentations on CSA with Donors, Corporates and Funding Agencies</li> <li>✓ Facilitation of Standard Chartered Mumbai Marathon Participation of CSA Runners and Corporate Partners in 2014-15 &amp; 2015-16</li> </ul>
<b>Research Experience</b>	<ul style="list-style-type: none"> <li>✓ Study on “Evaluation Process of Social Work Professionals in Non-Governmental Organizations” (MSW Student Dissertation)</li> <li>✓ A Qualitative Study – “A Review Study – Assessment of Status of Women Beneficiaries in the Archdiocese of Bombay”</li> <li>✓ Quantitative &amp; Qualitative Studies on Education and Livelihood Status of Youth in various parts of Gujarat, Maharashtra and Goa for the Salesian Province of Mumbai.</li> </ul>
<b>Other Assignments Undertaken:</b>	<p><b>Research Associate</b> – 2007 <u>Xavier Institute of Social Research</u> – Worked on a research study – Socio-economic survey on the catholic community of Dharavi Island.</p> <p><b>Consultant</b> - 2006 -2007 - <u>Aasara</u> – Street Children NGO</p> <p><b>Rapid Assessment</b> of Project Lakshya for <u>WE Foundation</u> – Oct to Dec 2018</p>
	<p><b>Consultant</b> – 2009 till date – JeevanDhara</p> <ul style="list-style-type: none"> <li>✓ Developed Project proposals for funding opportunities</li> <li>✓ Guided them on their Organizational Development</li> </ul>
<b>Languages</b>	English, Hindi, Marathi & Konkani
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>✓ Socio-Political and Cultural conditions of the Regions in India</li> <li>✓ Understanding of Social Work Theory &amp; Practice with a focus on Community Organization and Mobilization (esp. rural based)</li> <li>✓ Knowledge of development concepts and social analysis</li> <li>✓ Government Programmes and Schemes of the region</li> <li>✓ Management of Non Profit Organizations with a focus on Results based Management Process of Project</li> <li>✓ Social Entrepreneurship Development</li> <li>✓ Knowledge of Church and its involvement in the region - Church social teaching</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>✓ Computer – Microsoft Office, SPSS</li> <li>✓ Animation / Facilitation skills – developing modules, conducting trainings</li> <li>✓ Research, Reporting and Documentation skills</li> <li>✓ Networking and Advocacy skills</li> <li>✓ Interacting skills with concerned authorities and ability to influence them.</li> </ul>
<b>Currently</b>	<p>July 2018 till date, <b>College of Social Work, Nirmala Niketan</b>, Mumbai University</p> <p><b>Assistant Professor</b></p> <ul style="list-style-type: none"> <li>✓ Social Entrepreneurship for III Year Bachelor of Social Work Students</li> <li>✓ Management of Non Profit Organizations for II Year Masters of Social Work Students and for University of Mumbai – Certificate Course Students</li> <li>✓ Social Work Theory and Practice for II Year Bachelor of Social Work Students</li> <li>✓ Community Mobilization and Social Analysis for Diploma in Social Work Students</li> <li>✓ Research Methodology for Post Graduate Diploma Students</li> <li>✓ Xavier’s Institute of Communication for Program Management Students</li> </ul>

### **Research and Publications**

- ✓ Completed a Research Study on “Rapid Assessment of Project Lakshya as per project deliverables with a purpose of planning a way forward” for Women Empowerment Foundation, through the Research Unit of the College of Social Work, NirmalaNiketan on 30th Dec, 2018
- ✓ Participated in a two day ‘Confluence on Entrepreneurship’ – a platform for innovative ideas and entrepreneurial acumen! From 27th to 28th Dec, 2019 organized by TISS, Tulzapur and MGM University at TISS, Tulzapur Campus and presented a paper on “Promoting Sustainable Rural Entrepreneurship among Kathkari Tribals from Mangaon Taluka, Raigad Dt., - lessons learnt through SHG promoted social entrepreneurship initiatives” (paper sent for publication)
- ✓ Participated in the One day Interdisciplinary National Seminar on Education Generation Next: Perspectives, Opportunities and Challenges organized by St. Teresa’s Institute of Education, Santacruz, Mumbai on the 19<sup>th</sup> & 20<sup>th</sup> July 2020 and presented a paper on “Reflective Practices among Social Work Educators in Maharashtra – a literature review!” (published)

### **Participation in Seminars/ Conferences**

- ✓ Chaired the Parallel Paper Presentation Session on Creative Ageing: Innovative Approaches at the National Conference on “Understanding Ageing and Overview of Innovations in Ageing Care Management”, held on the 24th and 25th Jan 2019, organized by CSWNN held at CSWNN Extension Centre, Goregaon
- ✓ Resource person for the session on ‘Project Proposal Development’ for the students of ‘Communication for Development’ course of Xavier Institute of Communications (2018-19)
- ✓ State Level Seminar on 'Social Media, Cyber Crimes, Cyber Security, Youth and Mental Health Issues & Challenges' on 29th Sept, 2018 organized by Karve Institute of Social Service in association with Rotary Club of Poona West, Maharashtra Association of Social Work Educators, Mental Health Professionals Forum and Pune Police Cyber Cell, Pune.
- ✓ Participated in the National Conference on ‘Sustainable Development through Research and Intervention Programmes’ organized by College of Social Work, NirmalaNiketan, 20th – 21st December, 2018 at CSWNN Extension Centre, Goregaon.
- ✓ Resource person for Certificate Course on Management of Non Profit Organizations organized by NirmalaNiketan Extension Centre, Goregaon.
- ✓ Participated in a one day Seminar on “Decoding SROI – Social Return on Investments” organized by Indian Merchants Chamber and S.P. Jain Institute of Management held at the Conference Hall of Indian Merchants Chambers at Churchgate on the 17th October, 2019.
- ✓ Participated in a one day Symposium on “Communications – Virtual to Human Communities” organized by the Archdiocesan Education Board in collaboration with Pauline Communications on the 9th November, 2019 at Daughters of St. Paul, Hall in Bandra.
- ✓ Attended the “Felicitation of Life Time Achievement Award for Dr. Armaity Desai and Round Table Discussion” Programme organized on the 29th November, 2019 at the Library Conference Hall, TISS Mumbai organized by NAPSWI in association with School of Social Work, TISS.
- ✓ Participated in a one day Conference organized by University of Chicago Centre in Delhi along with Pukar and Tata Centre for Development at U.Chicago, on “Activism, Advocacy and Action for residents of India’s Informal Settlements” on the 5th December, 2009 at the Conference Hall of Khalsa College.
- ✓ Participated in CASI Maha Model United Nations organized by University of Mumbai at Kalina Campus, Mumbai from the 6th to 7th Dec, 2019 as Faculty Advisor for Commission on the Status of Women

	<ul style="list-style-type: none"> <li>✓ Participated in the one day “Convention on Catalyzing Incubation” organized by Rashtriya Uchchar Shiksha Abhiyan (RUSA), Maharashtra and Department of Skill Development and Entrepreneurship, Government of Maharashtra in collaboration with University of Mumbai on the 6th February, 2020 at Sir Cowasjee Jehangir Convocation Hall, University of Mumbai, Mumbai.</li> </ul>
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**Place:** Mumbai Sd/-

**Date:** 28<sup>th</sup> November, 2020 Mr. Cletus Zuzarte