

<p align="center"><b>DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS</b>  <b>GOVERNMENT OF TAMIL NADU</b>  <b>RIGHTS Project : Inclusion, Accessibility &amp; Opportunities for the Differently</b>  <b>Abled in Tamil Nadu</b>  <b>TERMS OF REFERENCE FOR ENGAGEMENT OF</b></p>		
<b>1.</b>	<b>Post - Program Manager- Social Care Services</b>	
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required/preferred	: English & Tamil
	Duration of Contract	: 12 months (Renewable subject to performance)
<b>2.</b>	<p><b>OBJECTIVES AND SCOPE</b></p> <ul style="list-style-type: none"> <li>Under the supervision of the Project Director, the incumbent will be responsible for centre-based and home-based services encompassing rehabilitation as well as early intervention components of DWDA.</li> <li>The main aim in institutionalising this role was to lead persons with disabilities and their families towards achieving the highest possible life standards, consisting of rehabilitation, social and health standards at the highest level.</li> <li>The incumbent will be responsible for the rehabilitation pillar of the project, providing technical and implementation guidance towards all components of rehabilitation and intervention services, comprising, but not limited to, home-based, centre based rehabilitation components.</li> <li>Centre based Rehabilitation refers to One Stop Centers, Primary Health Centres(PHCs) and any other Centre based services that may arise as part of the project/DWDA. Home Based Services refers to linking these services directly to the homes where the need arises.</li> <li>In essence, the incumbent will pioneer an innovative social care services approach for persons with disabilities in Tamil Nadu, bridging gaps in access to health, rehabilitation and lifecycle based intervention needs. The incumbent will be responsible for:</li> </ul>	
	<b>i)</b>	Designing and implementing One-stop Care Services, incorporating both Home-Based and Centre Based Services components.
	<b>ii)</b>	Support finalization of the One-Stop Care Services model based on lessons from similar existing interventions and thereon oversee its implementation and document lessons learnt.
	<b>iii)</b>	Support DWDA in engaging with various line Departments, particularly those related to centre-based services, home-based services, early intervention and other services where potential exists for convergence to extend such services to the lifecycle based rehabilitation of persons with disabilities. (PHCs for instance)
	<b>iv)</b>	Institutionalization of rehabilitation specific manpower- rehabilitation specific cadres, field level (technical) workers and specialists trained in delivering comprehensive (home/centre based) rehabilitation services.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.	
	<b>i)</b>	<ul style="list-style-type: none"> <li>Senior Therapist (speech/ physio/ occupational) or Psychiatric Social Worker or Rehabilitation, Psychologist or Master in Special Education (with RCI recognition) with post graduate degree and with relevant</li> </ul>

		disciplinary expertise suitable for coordinating institution based services and rehabilitation.
	ii)	<ul style="list-style-type: none"> <li>5-7 years post qualification experience in the areas relating to service delivery for persons with disabilities particularly in interventions relating to care, support &amp; rehabilitation services,, leading district / field teams in planning and guiding interventions. Must possess initiative and the ability to work in a team.</li> </ul>
	iii)	<ul style="list-style-type: none"> <li>A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.</li> <li>Preference will be given to individuals with academic and administrative experience, in positions of leadership</li> <li>Individuals with international academic/ administrative experience will be given preference</li> </ul>
	iv)	Demonstrated understanding of managing centre based and home based rehabilitation activities
5.		<b>Skills Required</b>
	i)	Capability to use internet for any secondary research
	ii)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	iii)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	iv)	Ability to work in teams and liaise well with others.
6.		<b>Remuneration</b>
	i)	The remuneration for the consultant would be in the range of Rs.1,25,000 per month. Only travel expenses will be paid additionally as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>2. Post - Program Manager-Monitoring &amp; Evaluation</b>		
<b>1. BASIC DETAILS</b>		
Language Required/preferred		English & Tamil
Duration of Contract		12 months (Renewable subject to performance)
<b>2.</b>		<b>OBJECTIVES AND SCOPE</b> Under the supervision of the Project Director, the incumbent will be responsible for monitoring and evaluation of activities to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Monitoring and Evaluation components of implementation activities. The incumbent will be responsible for:
	<b>I.</b>	The incumbent will be responsible for developing and installing a detailed Monitoring and Evaluation plan (M&E), along with designing appropriate tools and supporting the DWDAP in launching the M&E plan as part of its project implementation work.
	<b>II.</b>	Have the passion to create a unique , adaptive M&E plan that would aid the DWDA to learn from pilot experiences and scale up the project ready to be launched across the state
	<b>III.</b>	The incumbent will be responsible for creating new tools and frameworks that are suitable for a state level implementation
	<b>IV.</b>	The incumbent will create a strategic monitoring plan which also incorporates elements of creative citizen engagement plans involving Community Based Organisation (CBOs) for community-based monitoring of multi-sectoral framework and other project activities in pipeline.
	<b>V.</b>	As the project aims to improve lives of persons with disabilities and their families, the incumbent will be someone with prior experience in large scale world bank projects, especially in creating, initiating M&E plans as well as being aware of challenges in implementing a new M&E structure where none exists before.
	<b>VI.</b>	Develop a strategic long term plan as well as short term plans along with review indicators, outcome and result indicators.
	<b>VII.</b>	The incumbent will lead the development and dissemination of new tools and methodologies for use by the Project staff and Directorate team.
	<b>VIII.</b>	Develop a work-plan/ log frame to guide its implementation, establish effective monitoring systems to track progress at any stage of the project/sand contribute to formulation of review and evaluation strategies for the program.
	<b>IX.</b>	Assist in the development of a participatory monitoring and evaluation (M&E) system for the Project, including IT system tools.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.	
	<b>i)</b>	Graduate in any discipline. Preferred: <ul style="list-style-type: none"> <li>• Full time postgraduate qualification in social sciences/ economics/ rural management/ development studies/ public policy/ public administration or any other relevant discipline from a reputed university.</li> <li>• Preference will be given to incumbents who have cleared the UPSC prelims/ mains.</li> </ul>

	<b>ii)</b>	5-7 years post qualification experience in the areas relating to in M&E and Management and Information System(MIS), preferably with National/State Govt. and/or development/donor/similar organization/s.
	<b>iii)</b>	A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will be given preference.
	<b>iv)</b>	Experience of developing/implementing M&E and MIS in similar large scale international Organisations projects or World Bank projects with state governments or other Government Projects
	<b>v)</b>	Demonstrated knowledge of monitoring and evaluation methodologies,survey execution, tools designing, data analysis, MIS design, IT based tools and techniques for application design, reporting, proposal writing etc.
	<b>vi)</b>	Strong computer skills and the ability to interpret data and construct models. Knowledge of advanced statistical packages like SPSS/ MS-Access etc.would be desirable.
	<b>vii)</b>	Fluency in spoken and written English. Similar skills in Tamil are preferred.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT.Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>iii)</b>	Fluency in spoken and written English is a must.Fluency in spoken and written Tamil is preferred
	<b>iv)</b>	Ability to work in teams and liaise well with others.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the incumbent would be Rs.1,25,000 per month. Only travel expenses will be paid additionally as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This engagement may require travel as per Project requirements.
	<b>ii)</b>	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>3. Program Manager- Community Services and Inclusion</b>	
<b>1. BASIC DETAILS</b>	
Language Required/preferred	English & Tamil
Duration of Contract	12 months (Renewable subject to performance)
Reporting Officer	Project Director-RIGHTS.
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b> The Community Service and Inclusion Specialist (PM-CSI) will support the Community Services and Inclusion Unit of RIGHTS PROJECT for community services and inclusion activities adhering to the project guidelines, procedures and norms. In particular, the responsibility of the PM-CSI inter alia will include the following:
<b>i)</b>	Contribute towards implementation of community services and inclusion component of the RIGHTS Project on the basis of initial concept, develop work-plan/ log frame to guide its implementation, and support in developing review and evaluation strategies/tasks for the programme.
<b>ii)</b>	Implement the community-based rehabilitation (CBR) model for the RIGHTS Project on the basis of lessons from similar existing interventions, and thereon oversee the implementation of CBR pilots in select geographical locations and document lessons learned..
<b>iii)</b>	Support the design, planning and development of criteria for maximizing the outreach focusing to identify and include the most vulnerable among target group.
<b>iv)</b>	Manage and oversee the Programme Implementation and operations related to community services and inclusion. Assist in the development of a participatory monitoring and evaluation (M&E) system for the Project
<b>v)</b>	Train and support the government staff and related consultants on approaches and tools to work effectively in accordance with the Project requirements. Liaise with World Bank team, line departments, educational institutions, training providers, and other stakeholders to establish necessary project coordination and undertake operational requirements for day-to-day tasks.
<b>vi)</b>	Participate and/or organize in relevant seminars, workshops, consultations etc. as and when required.
<b>vii)</b>	Suggest innovative approaches and strategies that could be promoted in programming on the basis of recent literature, research findings and current thinking in programming for persons with disabilities.
<b>viii)</b>	Analyse and document the progress, impact, challenges and actions taken during the Project preparation.
<b>ix)</b>	Any other relevant task as delegated by the PD or other officials nominated by him / her.
<b>3.</b>	<b>REPORTING AND REVIEW</b> The Program Manager- Community Services and Inclusion(PM-CSI) will report to PD or other officials nominated by him / her. The quality of service and performance of the PM-CSI will be reviewed by the PD as per the policies of the DWDA
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b> This position requires dynamic, experienced and analytical professional with demonstrated experience of managing community services and inclusion activities under World Bank funded projects. Apart from the required essential qualifications & experience, and skills & competency that may be assessed include - previous relevant experience; thematic knowledge on area of claimed expertise; writing and presentation skills; leadership and team management; interpersonal skills and teamwork; etc

	<b>i)</b>	Full time Post Graduate / Master Degree in Social Work/ Sociology /Social Sciences / Disability Rehabilitation /Development Studies / Rural Development or Disability Intervention related field from a recognized Institute/University.
	<b>ii)</b>	At least 7 years post qualification experience in the areas relating to service delivery for persons with disabilities particularly interventions relating to care, support & rehabilitation services, community-based rehabilitation & social protection services leading district / field teams in planning and guiding interventions
	<b>iii)</b>	A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will be given preference.
	<b>iv)</b>	Preference will be given to candidates who have been involved in implementing systems and processes, inspections and rectifying gaps, led workshops to build capacity in teams prior to scaling systems.
<b>5. Skills Required</b>		
	<b>I)</b>	Good computer skills in MS-Office: Word, Excel and PPT.Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>II)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	<b>III)</b>	Ability to work in teams and liaise well with others
<b>6. Remuneration</b>		
	<b>i)</b>	The remuneration for the consultant would be of Rs.1,25,000 per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. This engagement may require travel as per Project requirements.
	<b>ii)</b>	However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced. The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>4. Program Manager- Training &amp; IEC</b>		
Language Required/preferred :		English and Tamil
Duration of Contract:		12 Months (Renewable subject to performance)
<b>2.</b>		<b>OBJECTIVES AND SCOPE :</b> Under the supervision of the Project Director the Consultant will be responsible for implementation of training related services in order to achieve the development objectives of the RIGHTS project. He/she will be responsible for the design, content and development of IEC & Training components of projects. The Consultant will support in the following themes-
	<b>i)</b>	The Consultant will handle both the training component as well as IEC component.
	<b>ii)</b>	IEC component will involve both public awareness as well as generating disability inclusion awareness content for multi-stakeholder partnership with other line departments.
	<b>iii)</b>	Support in design and development of communication and IEC material utilising various tools and social media platforms.
	<b>iv)</b>	Support development and implementation of communication strategy and plan with the objective of increasing awareness and information on major entitlements and schemes of RIGHTS concerning Project's target groups
	<b>v)</b>	Draft the terms of reference for hiring any external agency, if required, to support communication and advocacy interventions concerning Project.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director, or other official as assigned by PD/, DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.:	
	<b>i)</b>	Graduate in any discipline. Preferred: <ul style="list-style-type: none"> <li>Full time postgraduate qualification in social sciences/ economics/ rural management/ development studies/ public policy/ public administration or any other relevant discipline from a reputed university.</li> </ul>
	<b>ii)</b>	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
	<b>iii)</b>	Demonstrated experience of at least 5-7 years in IEC & Training & Capacity building, preferably with National/State Govt. and/or development/donor/similar organization/s. Experience of reviewing and/or handling communication and advocacy tasks and/or training and capacity building related with persons with disabilities in TamilNadu or in similar context would be desirable
	<b>vi)</b>	A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
	<b>v)</b>	Demonstrated knowledge and understanding of IEC needs assessments\ training and capacity building and strategies and action plans needed at state level and. Strong computer skills and the ability to interpret data and construct models.
<b>5.</b>	<b>Skills Required</b>	
	<b>I)</b>	Capability to use internet for any secondary research.
	<b>II)</b>	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>III)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.

	<b>IV)</b>	Ability to work in teams and liaise well with others.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	<p>The remuneration for the Consultant would be Rs 1,25,000 per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. This consultant may require travel as per Project requirements.</p> <p>However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p>
	<b>II)</b>	<p>The Consultant will have to attend DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.</p>



<b>5. Program Manager - Partnership Development &amp; Convergence</b>	
<b>1. BASIC DETAILS</b>	
Language Required/preferred	Tamil & English
Duration of Contract	12 months (Renewable subject to performance)
<b>2. OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, RIGHTS the incumbent will be responsible for Partnership Development & Convergence activities to achieve the disability inclusive development and objectives of the RIGHTS project. He/she will in particular be responsible for the Convergence & multi-stakeholder partnership development components of project. The incumbent will :
<b>i.</b>	Build multi-stakeholder partnerships in achieving disability inclusive development for the effective implementation of the RIGHTS project.
<b>ii.</b>	Identify opportunities for partnering with Government (State & Central) Organisations, International and regional organizations, International or regional disabled peoples' organizations, Human rights organizations, professional groups, Academics, Teachers and educators, Health care practitioners, the media, including TV, radio and newspapers, private sector, NGOs, Civil Society Organisations across all sectors.
<b>ii</b>	Develop strategies and plans in order to strengthen the partnership component
<b>iv</b>	Build and maintain issue-based partnerships and coalitions with the other organisations.
<b>v.</b>	Align and harmonize internal and external information needs and requirements of RIGHTS in coordination with other institution/s.
<b>vi</b>	Build multi-stakeholder partnerships in achieving disability inclusive development for the effective implementation of the RIGHTS project/ RPwD Act, 2016
<b>vi</b>	Any other relevant task as delegated by the Project Director/ RIGHTS/DWDA and/or other senior officials nominated by the PD.
<b>i.</b>	
<b>3. REPORTING AND REVIEW</b>	
	The Program Manager – Partnership Development & Convergence will report to the Project Director, RIGHTS/ DWDA or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.
<b>4. EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.
<b>i)</b>	Full time post graduate / under graduate qualification in social work/ social research/economics/ rural management/ development studies/ public policy/ public administration/ Management or any other relevant discipline from a reputed university preferred.
<b>ii)</b>	Demonstrated experience of at least 5-7 years in convergence & Multi-stakeholder partnerships development, preferably with National/State Govt. and/or development/donor/similar organizations/s. Experience of developing/implementing policy convergence & multi-stakeholder partnerships development related to persons with disabilities programs/schemes in Tamil Nadu or in a similar context would be desirable.
<b>iii)</b>	A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
<b>iv)</b>	Demonstrated knowledge and understanding of policy development, formulation and

		review of legislation, strategies and action plans at state level desirables
	<b>v)</b>	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
<b>5. Skills Required</b>		
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT.Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>iii)</b>	Fluency in spoken and written English is a must.Fluency in spoken and written Tamil is preferred
	<b>vi)</b>	Ability to work in teams and liaise well with others.
<b>6. Remuneration</b>		
	<b>i)</b>	The remuneration for the incumbent would be Rs.1,25,000 Per month inclusive of all. Only travel expenses will be paid additionally as per actuals.The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during thecourse of the contract period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid forattending office on holidays</b>

<b>6. PROGRAMME MANAGER - PRODUCTIVE INCLUSION</b>	
<b>1. BASIC DETAILS</b>	
Language Required/preferred	English & Tamil
Duration of Contract	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b> Under the supervision of the Project Director, the consultant will be responsible for the Skill, Employment and productive inclusion unit of RIGHTSPROJECT for profiling, skilling, employment and inclusion activities adhering to the project guidelines, procedures and norms. In particular, the responsibility of the consultant inter alia will include the following: The consultant will be responsible for:
<b>i)</b>	Contribute to the design and implementation of the skills and employment related activities in the project. This will also include planning, implementing and monitoring activities aimed at enhancing skills (soft as well as vocational), ensuring access to enhance employment opportunities for people with Disabilities
<b>ii)</b>	To ensure the implementation of the equal opportunity policy for persons with Disabilities
<b>iii)</b>	To ensure equal opportunity policy for persons with disabilities of every establishment having 20 or more employees contain the facility and amenity provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment, list of posts identified suitable for persons with disabilities, the manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities, provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities, appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.
<b>iv)</b>	To ensure every establishment maintain the records containing the particulars, namely the number of persons with disabilities who are employed and the date from when they are employed, the name, gender and address of persons with disabilities, the nature of disability of such persons, the nature of work being rendered by such employed person with disability and the kind of facilities being provided to such persons with disabilities
<b>v)</b>	Plan, supervise and manage day-to-day implementation of the 'Skills and Employment' related activities of the Project and coordinate with officials of the Directorate
<b>vi)</b>	Liaise with trainers/ vocational institutes to facilitate entrepreneurship and business development of persons with disabilities
<b>vii)</b>	Any other relevant task as delegated by the PD or other officials nominated by him / her
<b>3. REPORTING AND REVIEW</b>	
The Consultant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4. EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
This consultant requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.	
<b>i)</b>	Post Graduate in Social Work/ Sociology /Social Sciences / Business Administration/ Disability Rehabilitation Administration/Development Studies/ Licensed Social Worker with post graduate degree and with relevant disciplinary expertise suitable for coordinating institution based services and rehabilitation.

<b>ii)</b>	5-7 years post qualification experience in the areas relating to skilling, training and employment.
<b>iii)</b>	A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
<b>v)</b>	Specific experience on skills, employability and productive inclusion of persons with disabilities will be preferred.
<b>vi)</b>	Demonstrated experience in liaison with entrepreneurs at all levels in the job market.
	Fluency in spoken and written English. Similar skills in Tamil are preferred.
<b>5. Skills Required</b>	
<b>i)</b>	Capability to use internet for any secondary research
<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
<b>iii)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
<b>iv)</b>	Ability to work in teams and liaise well with others.
<b>6. Remuneration</b>	
<b>i)</b>	The remuneration for the consultant would be in the range of Rs.1,25,000/- per month. Only travel expenses will be paid additionally as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
<b>ii)</b>	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

7. Program Manager – Information Technology		
1. Basic Details		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2. OBJECTIVES AND SCOPE		
	Under the direct supervision of the Project Director, the Consultant will be responsible for Planning, development and maintenance of <b>Integrated Social Protection Information System (ISPS)</b> . Specifically, the Consultant will:	
I.	<ul style="list-style-type: none"> <li>Liaison with IT agencies and plan/monitor the development of modules in the <b>Integrated Social Protection Information System (ISPS)</b>.</li> <li>Be responsible for studying and development of <b>Functional and Technical architecture</b> for system components in ISPS.</li> <li>Take a lead role in <b>developing TORs and the IT procurement document</b> for the software, hardware and other ICT related services</li> <li>Be a part of the technical evaluation team to <b>evaluate ICT bids; develop technical evaluation criteria</b> to evaluate ICT firms and prepare a comprehensive technical evaluation report with recommendations for the department to take an appropriate decisions;</li> <li><b>Supervise and monitor</b> different ICT vendors to ensure that their deliverables are fully met with highest quality work which aligns with the desired objectives;</li> <li>Be responsible for developing in-depth business process workflow (<b>Swim lane diagrams</b>) for individual modules in ISPS.</li> <li>Create, maintain, and adjust the <b>Platform-line-level strategy</b> and production schedules.</li> </ul>	
II.	<ul style="list-style-type: none"> <li><b>Communicate ISPS platform</b> vision to the IT agency's engineering and support teams and to bring new features to the stakeholders and/or to enhance existing features.</li> <li>Tracks <b>platform performance</b> and to oversee platform development throughout its lifecycle.</li> <li>Brainstorm and <b>review the UX/UI Wireflow</b> of the individual modules (Apps and Web Interfaces) and suggest modifications for smoother User Interface.</li> <li><b>To constantly monitor Field level platform improvement ideas</b> by gathering feedback data and to communicate to IT agency's engineering and support team to improve the efficiency of the ISPS.</li> <li>Be responsible for <b>planning Database Management Systems and Data Exchange protocols/ data interoperability frameworks (APIs, Web services, Enterprise Service Bus etc.)</b> to integrate with other administrative systems at the Central and Local level. <b>Service Oriented Architecture/API integration</b> to facilitate secure data exchange between govt. institutions.</li> </ul>	
III.	<ul style="list-style-type: none"> <li>Be responsible for <b>Data Warehousing/data virtualization planning</b> for data exchange.</li> <li>Be responsible for <b>planning beneficiary and benefits administration</b> and implementation.</li> <li>Liaison with IT agency for planning <b>ICT infrastructure</b> (Server/capacity planning, Networking equipment, security planning like Key cards, Locks, Biometric access, CCTV, data protection and intrusion prevention)</li> <li>Be <b>heading a team of Program</b> officers and Data Analysts and constantly review the development of the ISPS.</li> </ul>	

IV.	<ul style="list-style-type: none"> <li>Plan <b>implementation Training schedules</b> to smoothly transition the ISPS platform to the stakeholders (Office Level &amp; Field Level) in district level and department level.</li> <li>Develop <b>Data-Driven and Cost-Driven Key performance indicators (KPIs)</b> for monitoring the effectiveness of modules and tasks in Social Protection Delivery System.</li> <li>Visualize and <b>Monitor the KPIs</b> and prepare reporting results to Leadership.</li> </ul>
3.	<b>REPORTING AND REVIEW</b> <p>The Consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.</p>
4.	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>
	This engagement requires a dynamic, experienced and analytical IT professional with demonstrated experience of developing and managing large scale system Integrated systems. The requisite qualification for the position is
I.	Bachelor's degrees in computer science, Information Technology or any related field are preferred. Applicants with a Non computer science Bachelor degree can also apply.
II.	<ul style="list-style-type: none"> <li>Must have 4+ years' experience as an IT Analyst/Consultant in management of Mid to Large scale commercial IT systems in any sector.</li> <li>Should have developed the FRS/ SRS documents for IT modules in the Government. Preference will be given to candidates who have worked on Business Process Re-engineering projects including with Government entities involved on IT transformation projects.</li> <li>Should have hands-on experience in handling multiple IT vendors and in the integration of IT systems, use of software like JIRA/ Trello/ Slack for co-ordination with IT vendors for completion of development.</li> </ul>
iii.	Good knowledge of Project management tools Microsoft Project Management, Asana, and Mockup tools like Balsamiq/Just in mind or Microsoft Visio. Should have developed the FRS/ SRS documents for IT modules in the Government.
	Preference will be given to candidates who have worked on Business Process Re-engineering projects including with Government entities involved on IT transformation projects.
iv.	<ul style="list-style-type: none"> <li>Should have hands-on experience in handling multiple IT vendors and in the integration of IT systems, use of software like JIRA/ Trello/ Slack for co-ordination with IT vendors for completion of development.</li> <li>Demonstrated understanding of IT design architecture, e-governance strategy, application development.</li> <li>Experience of planning, designing and implementing large scale systems and training.</li> <li>Able to clearly communicate technical concepts to both technical and non-technical audiences.</li> </ul>
5.	<b>Skills Required</b>
i.	<ul style="list-style-type: none"> <li>Good communications &amp; supervisory skills – able to express complex information in a simple and concise manner.</li> <li>Strong analytical and conceptual skills.</li> </ul>
ii.	<ul style="list-style-type: none"> <li>Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.</li> <li>Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work in teams and liaise well with others.</li> </ul>
<b>6.</b>	<b>Remuneration</b>
i.	The remuneration for the Consultant would be in the range of <b>Rs.1,25,000</b> per month inclusive of all. Only travel expenses will be paid as per actuals. The Consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai - 600 005 during the course of the contracted period. This engagement may require to travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
ii.	The Consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD.

<b>8. Program Manager -Procurement and Contract Management</b>		
<b>1. BASIC DETAILS</b>		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b> The Program Manager-Procurement & Contract Management (PM-PCM) will support the Procurement Unit of RIGHTS PROJECT for procurement and contract management adhering to the World Bank guidelines, procedures and norms. In particular, the responsibility of the PM-PCM inter alia will include the following:	
	<ul style="list-style-type: none"> <li>• Preparation of the updated Procurement Plan as directed and upload in the World Bank's online STEP with approval of Project Director (PD) RIGHTS Project cum Director, DWDA;</li> <li>• Obtain "Clearance" of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;</li> <li>• Manage procurements through the STEP system of the World Bank and the e- procurement system of the GOTN, as applicable;</li> <li>• Identify risks in different procurement activities and suggest appropriate mitigating measures;</li> <li>• Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Documents, etc. as per the Standard Bidding Document of the World Bank adhering to the guidelines, procedures and norms of the World Bank;</li> <li>• Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;</li> <li>• Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;</li> <li>• Participate during contract negotiation meetings with consultancy firms with relevant data/information for informed decision by the PD;</li> <li>• Review and handle technical, commercial and legal aspects of procurement (in consultation with Technical, Legal and Policy teams as necessary);</li> <li>• Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;</li> <li>• Participate in the meetings with the implementing departments/directorates/agencies and the PIU's project team and World Bank missions meetings with latest information on procurement and contract management;</li> <li>• Liaison with the World Bank with the approval of PD for key procurement related issues;</li> <li>• Procurement to the staff of PMU on World Bank's procurement Guidelines, procedures and norms;</li> <li>• Manage all the contracts under RIGHTS PROJECT in consultation with other technical experts and/or take actions as directed;</li> <li>• Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the World Bank;</li> <li>• Prepare responses to the Post Procurement Audit by the World Bank/Consultants engaged for the task;</li> <li>• Provide procurement related reports/updates, contract details to the World Bank as and when required;</li> <li>• Any other relevant task as delegated by the PD or other officials nominated</li> </ul>	



	<p>by him / her</p> <ul style="list-style-type: none"> <li>The PM-PCM will have to attend PIU, DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as &amp; when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.</li> </ul>
<b>3.</b>	<b>REPORTING AND REVIEW</b>
	The Program Manager- Procurement & Contract Management (PM-PCM) will report to the PD or other officials nominated by him / her. The quality of service and performance of the PM-PCM will be reviewed by the PD as per the Policies of the DWDA.
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>
	This position requires dynamic, experienced and analytical professional with demonstrated experience of managing procurement activities under World Bank funded projects. Apart from the required essential qualifications & experience, and skills & competency that may be assessed include - previous relevant experience; thematic knowledge on area of claimed expertise; writing and presentation skills; leadership and team management; interpersonal skills and teamwork; etc
	<p><b>i) Education:</b> Post Graduate in Engineering/ Law/ Procurement/ Finance/ Business/ Commerce or any other a related subject from any Govt. recognized university and trained in procurement norms of the World Bank. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) from the World Bank will be preferred.</p>
	<p><b>ii) Experience:</b> At least 7 years at a senior Procurement Management position in public sector agency(ies), of which minimum 5 years' experience shall be in World Bank/externally aided projects. Candidates having hands-on experience in e-procurement system of the State/Central Government may be preferred. However, Graduates in Engineering/Law/ Procurement/ Finance/ Business/Commerce or any other a related subject with relevant training in procurement norms of the World Bank and with over 10 years of experience as Procurement Specialist in World Bank/externally aided projects/public sector agency(ies), may also be considered, but at a reduced CTP; Candidates having PDPP or CPPP from World Bank and/or one year of hands-on experience in handling procurements through e-procurement system of the State/Central Government may be preferred</p>
	<p><b>iii)</b> A candidate with above 15 years of experience in the government sector in the capacity not less than of a Deputy Collector or equivalent associated with implementation of government projects at the field level will also be considered, for whom (a) and (b) is only preferable.</p>
<b>5.</b>	<b>Skills Required</b>
	<p><b>i)</b> Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred. Must possess initiative and the ability to work independently as well as team.</p>
<b>6.</b>	<b>Remuneration</b>
	<p><b>i)</b> The remuneration for the incumbent would be a maximum of Rs. 1,25,000/- per month.</p>

	<p data-bbox="284 109 1372 378"><b>ii)</b> However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced. The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b></p>
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<b>9. Program Officer- Human Resource</b>		
<b>1. BASIC DETAILS</b>		
Language Required /preferred	Tamil & English	
Duration of Contract	12 months (Renewable subject to performance)	
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director the consultant will be responsible for human resource services/management in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Human Resources management of projects. The consultant will:	
	<b>i)</b>	Ensure that human resource procurement and management activities under the Project are conducted in accordance with the State Government and World Bank procurement standards and timelines.
	<b>ii)</b>	Assist in performing human resource procurement activities like preparation of EoIs, ToRs, RFPs, and other bid / tender documents.
	<b>iii)</b>	Assist in preparing periodic human resource management plans, perform the procurement/contract management for human resources.
	<b>iv)</b>	Support development of human resource management manual and standard formats for the Project.
	<b>v)</b>	Well-planned and timely recruitment and selection of new/vacant posts including additional support in other areas of HR.
	<b>vii)</b>	Assist in preparing a half yearly report of all complaints/grievances received and document action taken if any.
	<b>viii)</b>	Any other relevant task as delegated by Project Director, RIGHTS or other senior officials nominated by the PD.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This consultant requires a dynamic, experienced, and committed professional with demonstrated experience in procurement related work	
	<b>i)</b>	Master degree in MSW/ human resource management, organizational development, business administration, or equivalent from a reputed university.
	<b>ii)</b>	Preference will be given to candidates who have implemented HRMS systems, designed HR policies for government/ private sector organisations.
	<b>iii)</b>	3-5 years' experience in development and implementation of the human resources policies, procedures and practices including the development of job description for civil servants and/or private sector employees.
	<b>iv)</b>	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tehsildar or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
	<b>v)</b>	Demonstrated hands-on experience in human resource management, performance management and/or developing competency frameworks.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Strong analytical and conceptual skills

	<b>ii)</b>	Demonstrable experience with Human Resources metrics and d knowledge of HR systems and databases.
	<b>iii )</b>	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	<b>iv)</b>	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>v)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	<b>vi)</b>	Ability to work in teams and liaise well with others.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the consultant would be Rs.75,000 per month. Only travel expenses will be paid additionally as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>10. Program Officer – Convergence</b>			
<b>1.</b>	<b>BASIC DETAILS</b>		
	Language Required / Preferred	:	Tamil & English
	Duration of Contract	:	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>		
	<ul style="list-style-type: none"> <li>Under the supervision of the Project Director the consultant will be responsible for Convergence activities to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Convergence components of projects.</li> <li>Convergence and multi-sectoral framework is one of the core components of the proposed DWDA activities under the RIGHTS project. The aim is to build a cross-sectoral framework of inclusion, that serves to facilitate wellbeing and empowerment of persons with disabilities and their families. It is envisaged that the Partnership Development and Convergence team of DWDA will work towards mainstreaming disability inclusion across all sectors and activities of Government (both state and central) and Non-Government.</li> </ul>		

	As a consultant solely responsible for Convergence, the incumbent will assist Partnership Development & Convergence unit through the following activities.		
	i)	Support DWDA to build a cross-sectoral alliance with as many departments, both State and Central teams, to work towards disability inclusion in all of their ongoing activities and programs.	
	ii)	As a consultant, the incumbent needs to be creative in establishing disability inclusion based relationship with as many line departments as possible, developing pathways of convergence through policies, programmes and field activities.	
	iii)	The consultant, in effect, will serve towards channelling the needs of persons with disabilities with respective line departments, addressing system gaps towards overall inclusion of persons with disabilities.	
	iv)	Align and harmonize internal and external information needs and requirements of RIGHTS in coordination with other institution/s.	
	v)	Any other relevant task as delegated by the Project Director or and/or other senior officials nominated by the PD/DWDA..	
3.	REPORTING AND REVIEW		
	The Consultant will report to Project Director-RIGHTS and work under his/her direct supervision on a day-to-day basis.		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.		
	i)	<ul style="list-style-type: none"><li>Full time post graduate / under graduate qualification in social work/ social research/economics/ rural management/ development studies/ public policy/ public administration/ Management or any other relevant discipline from a reputed university preferred.</li></ul>	
	ii)	3-5 years in convergence activities, preferably with National/State Govt. and/or development/donor/similar organization/s. Experience of developing/implementing policy convergence related to persons with disabilities programs/schemes in Tamil Nadu or in a similar context would be desirable.	

	iii)	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tehsildar or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
	iv)	Demonstrated knowledge and understanding of policy development, formulation and review of legislation, strategies and action plans at state level desirable.
	v)	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
	vi)	Fluency in spoken and written Tamil and English is a must.
5.		<b>Skills Required</b>
	i)	Capability to use internet for any secondary research
	ii)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	iii)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	iv)	Ability to work in teams and liaise well with others.
6.		<b>Remuneration</b>
	i)	<p>The remuneration for the consultant would be Rs.75,000/- per month . Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period.</p> <p>This consultant may require travel as per Project requirements.</p> <p>However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p>
	ii)	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays.</b>

<b>11. Post - Program Officer-Management Information System</b>		
<b>1.</b>	<b>Basic Details</b>	
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	The incumbent will be responsible for assisting planning and implementation of all MIS related activities of projects/schemes implemented by RIGHTS and will assist the Project Director cum Director, DWDA. Specifically, the incumbent will:	
I.	<ul style="list-style-type: none"> <li>Support design, development and operationalization of an automated MIS program for the RIGHTS Project.</li> <li>Support development of an interface with the MIS operated by other line departments to facilitate central review of beneficiary information.</li> <li>Develop plans (along with budgets) to deploy IT interventions to meet project requirements.</li> </ul>	
II.	<ul style="list-style-type: none"> <li>Identify opportunities for improvement of the work efficiency and/or reduction of manual reporting activities through the use of IT interventions.</li> <li>Support digitization of legacy data available with RIGHTS by designing and implementing a database module with desired segregation of data/information.</li> </ul>	
III.	<ul style="list-style-type: none"> <li>Ensure timely access and availability of data/information pertaining to Project through online/offline MIS, at all levels.</li> <li>Undertake any other relevant task as delegated by the Project Director and/or other officials nominated by the PD.</li> </ul>	
	<b>REPORTING AND REVIEW</b>	
<b>3.</b>	The consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This position requires a dynamic, experienced and analytical professional with demonstrated experience of managing programmatic interventions related to the RIGHTS project.	
I.	Full time M.E./M.Tech./B.E./B.Tech. (IT/ Computer Science)/ M.Sc. (IT)/ MCA/ MBA (IT) or any other equivalent qualification from a reputed university  Preferred: Individuals with experience as Fellows with GoI/ GoTN or in Fellowship programmes (minimum one year) at academic institutions of repute shall also be considered.	
II.	Demonstrated experience of at least 3-5 years in working as MIS expert on ICT projects, preferably with National/State Government and/or development/donor/similar organization/s. Experience of developing/implementing MIS/IT intervention/s for social development schemes/ projects related with the Government of Tamil Nadu would be desirable.	
III.	Preference will be given to incumbents who have cleared the UPSC prelims/ mains, only UG qualification shall be required.	
IV.	Demonstrated understanding of MIS design architecture, e-governance strategy and applications. Experience of planning, designing and implementing MIS systems and training. Knowledge and experience of relevant hardware and software solution/s.	
V.	Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tehsildar or equivalent associated with implementation of government projects at the field level.	
<b>5.</b>	<b>Skills Required</b>	
i.	<ul style="list-style-type: none"> <li>Excellent computer skills, including but not limited to, MS-Office: Word , Excel, Power BI, Tableau and PPT</li> </ul>	

ii.	<ul style="list-style-type: none"> <li>• Good communications &amp; supervisory skills – able to express complex information in a simple and concise manner.</li> <li>• Outstanding interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.</li> <li>• Strong analytical and conceptual skills.</li> </ul>
iii.	<ul style="list-style-type: none"> <li>• Report writing skills</li> <li>• Excellent computer skills, including but not limited to, MS-Office: Word , Excel and PPT.</li> <li>• Good computer skills in MS-Office: Word, Excel and PPT.Preference will be given to candidates with experience in PowerBI/ Tableau</li> <li>• Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred</li> <li>• Ability to work in teams and liaise well with others.</li> </ul>
6.	<b>Remuneration</b>
i.	<p>The remuneration for the incumbent would be <b>Rs. 75,000/- per month</b> inclusive of all. Only travel expenses will be paid as per actuals. The Program Officer-MIS will be located at the Directorate, DWDA during the course of the contracted period. The position may require some travel including travel to districts/blocks/villages within Tamil Nadu, as per Project requirements.</p> <p>However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p>
ii	<p>The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD.The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays.</b></p>



<b>12. Program Officer – Research, Learning and Impact Assessment</b>		
<b>1. BASIC DETAILS</b>		
Language Required / preferred		Tamil & English
Duration of Contract		12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, the incumbent will be responsible for Research, Learning and Impact Assessment in order to ensure the development objectives of the RIGHTS project. He/she will in particular be responsible for the Research, Learning and Impact Assessment components of projects. The incumbent will:	
	<b>i)</b>	Be assisting the system of the Research, Learning and Impact Assessment program at State level. The Consultant would assist in strategic Research, Learning and Impact Assessment processes including the on-going refinement of the system by coordinating team activities and synthesizing information. He/She supports senior team members to identify gaps and Project needs, and assists the development and dissemination of new tools and methodologies for use by the Project staff and department.
	<b>ii)</b>	Assists in reviews, analyzes, aggregates monitoring data and information, and helps to incorporate this evidence and information into evaluation and reporting processes led by the DWDA
	<b>iii)</b>	Assist in several processes to support evaluation planning and to improve the quality of evaluation. He/She manages a quality assessment process for evaluation reports and track components of RIGHTS Project evaluation system. This requires working with staff across the Project/Department to align information systems, and processes.
	<b>iv)</b>	Coordinate various social, environmental and gender inclusion related studies and assessments as part of preparation and design of the proposed intervention.
	<b>v)</b>	Develop a work-plan/ log frame to guide its implementation, establish effective monitoring systems to track progress at any stage of the project/s and contribute to formulation of review and evaluation strategies for the program.
	<b>vi)</b>	Coordinate participation and consultation in the use of consultative and participatory approaches to give key stakeholders, including groups the opportunity to influence design and tools for consultations to prepare the Stakeholder Plan (SEP)
	<b>vii)</b>	Contribute in Social Safeguards related assessments and preparation of project documents / reports, and liaise with World Bank Social Safeguards Specialists.
	<b>viii)</b>	Support the design, planning and development of criteria for maximizing the outreach focusing to identify and include the most vulnerable among the target group.
	<b>ix)</b>	Support, manage and oversee the development of Programme Implementation Plan and operation manuals for community services and inclusion.
	<b>x)</b>	Assist in the development of a participatory monitoring, evaluation, Research and Learning (MERL) system for the Project.

	<b>xi)</b>	Keeps up-to-date with, and contributes to, research and current developments in methods and approaches for planning, monitoring, and evaluating the research areas supported by RIGHTS;
	<b>xii)</b>	Scans the outside world to bring in new ideas, concepts, researchers, or consultants and keeps abreast of monitoring and evaluation activities of other agencies.
	<b>xiii)</b>	Supports on-going reflection on the evaluation function within the RIGHTS and on the performance of DWDA-RIGHTS .
	<b>xiv)</b>	Organizes, coordinates and assists with the facilitation of learning events in the form of workshops, seminars, and trainings for Centre management, Program staff, external researchers, a
	<b>xv)</b>	Supports senior staff to conduct research in order to develop new and adapt existing methods for planning, monitoring, and evaluating research for development projects, programs and organizations;
	<b>xvi)</b>	Under the guidance of senior team members, prepares drafts, and edits special papers, state-of-the-art reviews, journal articles, manuscripts and other documents for publication;
	<b>xvii)</b>	Train and support the government staff and related consultants on approaches and tools to work effectively in accordance with the Project requirements.
	<b>xviii)</b>	Provide technical advice and support in the design and delivery of monitoring and evaluation initiatives to ensure rigorous methodologies are applied to achieve the program objectives
	<b>xix)</b>	Process and impact evaluations through experimental or high-quality quasi-experimental research design in accordance with the Project implementation.
	<b>xx)</b>	Identify the areas that require remedial measures and course corrections as a result of impact/process evaluations, and support execution/inform about the related necessary change/s in the Project design.
	<b>xxi)</b>	Conduct rapid district-level assessments and/or surveys to evaluate the satisfaction level of Project beneficiaries, their family and community with the programming implemented on a periodic basis.
	<b>xxii)</b>	Analyse, document and make presentations on the progress, impact, challenges and actions taken during the Project implementation.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The consultant will report to the Project Director, RIGHTS Project or other officials assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	<b>i)</b>	Full time postgraduate in social research/economics/ rural management/ development studies/ public policy/ public administration/statistics/ or any other relevant discipline from a reputed university.

	ii)	3-5 years of working in Research & Learning, preferably with National/State Govt. and/or development/donor/similar organizations. Experience of working on programs for empowerment of persons with disabilities. Experience of developing/implementing M&E and MIS related to projects for persons with disabilities in Tamilnadu would be desirable.
	iii)	Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tehsildar or equivalent associated with implementation of government projects at the field level.
	iii)	Understanding of monitoring and evaluation methodologies, survey execution, tools designing, data analysis, MIS design, IT based tools and techniques for application design, reporting, proposal writing etc.
	iv)	Strong computer skills and the ability to interpret data and construct models. Knowledge of advanced statistical packages like SPSS/ MS-Access etc would be desirable.
	v)	Demonstrated ability to engage in research and evaluation methodologies.
	vi)	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
<b>5.</b>	<b>Skills Required</b>	
	i)	Capability to use internet for any secondary research
	ii)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	iii)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	iv)	Ability to work in teams and liaise well with others.
<b>6.</b>	<b>Remuneration</b>	
	i)	The remuneration for the Consultant would of Rs.75,000 per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The consultant will have to attend office, DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. The Consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>13. Program Officer –IEC</b>		
<b>1. BASIC DETAILS</b>		
Language Required /Perferred	Tamil & English	
Duration of Contract	12 Months (Renewable subject to performance)	
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director the Consultant will be responsible for successful delivery of the services in order to achieve the development objectives of the RIGHTSproject. He/she will in particular be responsible for the design, content and development of IEC components of projects. The Consultant will:	
	<b>i.</b>	Support the DWDA team in advocacy and awareness generation on the related policy and legislations.
	<b>ii.</b>	Align and harmonize internal and external information needs and requirements of RIGHTS in coordination with other institution/s.
	<b>iii.</b>	Support development of advocacy strategy and plan with the objective of advocating the rights of persons with disabilities in the state.
	<b>iv.</b>	Support development and implementation of communication strategy and plan with the objective of increasing awareness and information on major entitlements and schemes of Government of Tamilnadu.
	<b>v.</b>	Draft the terms of reference for hiring any external agency, if required, to support communication and advocacy interventions concerning Project.
	<b>vi.</b>	Undertake any other relevant task as delegated by the Project Director- RIGHTS/or other officials nominated by the PD
	<b>vii.</b>	Work with staff at the district, sub divisional/ block level as well as CBRWs to successfully achieve the development objectives of the project.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to PD, RIGHTS or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	<b>i)</b>	Graduate in any discipline.  Preferred: <ul style="list-style-type: none"> <li>• Full time postgraduate qualification in social sciences/ economics/ rural management/ development studies/ public policy/ public administration or any other relevant discipline from a reputed university.</li> </ul>
	<b>ii)</b>	3-5 years' experience in IEC , preferably with National/State Govt. and/or development/donor/similar organization/s. Experience of reviewing and/or developing policy matters, handling communication and advocacy tasks related with persons with disabilities in Tamil Nadu or in similar context would be desirable.
	<b>iii)</b>	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level will also be considered,

		for whom (i) and (ii) is only preferable.
	<b>iv)</b>	Demonstrated knowledge and communication strategies and action plans at state level and IEC needs assessments.
	<b>v)</b>	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
	<b>vi)</b>	Strong computer skills and the ability to interpret data and construct models.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>iii)</b>	Ability to work in teams and liaise well with others
	<b>iv)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	<p>The remuneration for the Consultant would be Rs.75,000/- per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period.</p> <p>This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p>
	<b>ii)</b>	<p>The consultant will have to attend office, DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. The Consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays.</b></p>

<b>14. Program Officer – Training</b>		
<b>1. BASIC DETAILS</b>		
Language Required/preferred	Tamil & English	
Duration of Contract	12 months (Renewable subject to performance)	
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director the Consultant will be responsible for successful services in order to achieve the training and capacity building objectives of the RIGHTS project. He/she will in particular be responsible for the training and capacity building components of the project. The incumbent will support with-	
	<b>i)</b>	preparation of Training manuals and content generation for capacity building of all thematic and technical cadres and staff
	<b>ii)</b>	Building partnerships with relevant organisations and experts to support component based training development and creation of ToTs etc across the state of Tamilnadu.
	<b>iii)</b>	Support the training needs assessment of DWDA staff, associated NGOs/CBOs and/or other stakeholders.
	<b>vi)</b>	Support identification of knowledge and capacity gaps for all institutional levels of RIGHTS project.
	<b>v)</b>	Support DWDA to develop training and capacity building plans and maintain a training calendar.
	<b>vi)</b>	Assist in designing, organizing and delivering training program/s for DWDA at, state/district/block/village level as and when required to meet project objectives.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director, RIGHTS Project or other officials assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	<b>i)</b>	Graduate in any discipline.  <b>Preferred:</b>  • Full time postgraduate qualification in social sciences/ economics/ rural management/ development studies/ public policy/ public administration or any other relevant discipline from a reputed university.
	<b>ii)</b>	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.

	<b>iii)</b>	3-5 years of experience in working with National/State Govt. and/or development/donor/similar organization/s with direct experience of working on programs for empowerment of persons with disabilities. Experience of working in Training, IEC activities and Research related projects in Tamilnadu would be desirable.
	<b>iv)</b>	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
	<b>v)</b>	Demonstrated understanding of social issues, especially important aspects of training and capacity building undertaken to empower persons with disabilities.
	<b>vi)</b>	Strong experience and skills in creating resources, facilitating, technical support and guidance, training, practice mentoring, "learning by doing" approaches.
	<b>vii)</b>	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	<b>viii)</b>	Demonstrated ability/experience in Training and IEC in similar projects.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	<b>iii)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	<b>iv)</b>	Ability to work in teams and liaise well with others
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the consultant would be in the range of Rs.75,000/- per month inclusive of all. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. The consultant may require This engagement may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

<b>15. Program Officer – Accessibility</b>		
<b>1. BASIC DETAILS</b>		
Language Required/Preferred	:	Tamil & English
Duration of Contract	:	12 months (Renewable upon satisfactory performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the PD-RIGHTS the consultant will be responsible for implementation of Equal Opportunity Policy and planning all accessibility including physical environment, transport and information and communication technology related activities of projects/schemes implemented by RIGHTS/ DWDA. Specifically, the incumbent will assist Productive Inclusion unit:	
	<b>i)</b>	In the implementation of the equal opportunity policy for persons with disabilities in particular the provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities, in every establishment.
	<b>ii)</b>	To ensure every establishment maintain the records containing the particulars, namely the number of persons with disabilities who are employed and the date from when they are employed, the name, gender and address of persons with disabilities, the nature of disability of such persons, the nature of work being rendered by such employed person with disability and the kind of facilities being provided to such persons with disabilities.
	<b>iii)</b>	Support in the design, development and operationalization of an accessibility related convergence plan for RIGHTS/ DWDA schemes.
	<b>iv)</b>	Support development of a system to advice and monitor other line departments to ensure accessibility standards in all their aspects of service delivery.
	<b>v)</b>	Develop plans (along with budgets) to ensure accessibility components are met as per project requirements.
	<b>vi)</b>	Support Project activities related with the procurement of Accessibility equipment/s.
	<b>vii)</b>	Undertake any other relevant task as delegated by the Project Director and/or other officials nominated by the PD-RIGHTS/ DWDA .
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires a dynamic, experienced and analytical professional with demonstrated experience of managing programmatic interventions related to persons with disabilities.	
	<b>i)</b>	<ul style="list-style-type: none"> <li>• Full time graduate/ Post graduate in civil engineering, architecture, urban design, urban studies, urban planning, planning or equivalent from a reputed university preferred.</li> <li>• Certificate or diploma related to fields of accessibility and universal design is desirable or any other equivalent qualification from a reputed university preferred.</li> <li>• Candidates with certifications relevant to accessibility and universal design such as Certified Professional in Accessibility core Competencies, Professional Certificate Program in Universal Accessibility Design and Audit, and other such relevant certifications will be preferred.</li> </ul>
	<b>ii)</b>	<ul style="list-style-type: none"> <li>• 3 to 5 years' experience in working in accessibility related convergence and advocacy. Experience of developing/implementing accessibility guidelines or tools, will be an added advantage.</li> </ul>



	iii	<ul style="list-style-type: none"> <li>• Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level.</li> </ul>
	iv	<ul style="list-style-type: none"> <li>• Demonstrated understanding of accessible design, universal design, accessibility norms and applications.</li> </ul>
	v)	<ul style="list-style-type: none"> <li>• Experience of planning, designing and implementing Accessibility systems and training or has experience in conducting Accessibility tests and audits.</li> </ul>
<b>5.</b>	<b>Skills Required</b>	
	i)	Good communications & supervisory skills – able to express complex information in a simple and concise manner.
	ii)	Outstanding interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.
	iii)	Strong analytical and conceptual skills.
	iv)	Report writing skills
	v)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	vi)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	vii)	Ability to work in teams and liaise well with others
<b>6.</b>	<b>Remuneration</b>	
	i)	<p>The remuneration for the consultant would be Rs.75,000 per month . Only travel expenses will be paid as per actuals.The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period.</p> <p>The consultant may require travel as per Project requirements.</p> <p>However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p>
	ii)	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD.The consultant may also be required to attend office on holidays as andwhen so desired by PD for disposal of urgent matters. However, no extraremuneration will be paid for attending office on holidays

16. Program Officer – Information Technology		
1. Basic Details		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	Under the supervision of the Project Director, the consultant will be responsible for Planning, development and maintenance of <b>Integrated Social Protection Information System (ISPS)</b> . Specifically, the consultant will:	
I.	<ul style="list-style-type: none"> <li>Liaison with IT agencies and plan/monitor the development of modules in the <b>Integrated Social Protection Information System (ISPS)</b>.</li> <li>Be responsible for studying and development of <b>Functional and Technical architecture</b> for system components in ISPS.</li> <li>Be responsible for developing in-depth business process workflow (<b>Swim lane diagrams</b>) for individual modules in ISPS.</li> <li>Create, maintain, and adjust the <b>Platform-line-level strategy</b> and production schedules.</li> <li><b>Communicate ISPS platform</b> vision to the IT agency's engineering and support teams and to bring new features to the stakeholders and/or to enhance existing features.</li> <li>Tracks <b>platform performance</b> and to oversee platform development throughout its lifecycle.</li> </ul>	
II.	<ul style="list-style-type: none"> <li>Brainstorm and review the UX/UI Wireflow of the individual modules (Apps and Web Interfaces) and suggest modifications for smoother User Interface.</li> <li>To constantly monitor Field level platform improvement ideas by gathering feedback data and to communicate to IT agency's engineering and support team to improve the efficiency of the ISPS.</li> <li>Be responsible for planning Database Management Systems and Data Exchange protocols/ data interoperability frameworks (APIs, Web services, Enterprise Service Bus etc.) to integrate with other administrative systems at the Central and Local level. Service Oriented Architecture/API integration to facilitate secure data exchange between govt. institutions.</li> <li>Be responsible for Data Warehousing/data virtualization planning for data exchange.</li> <li>Be responsible for planning beneficiary and benefits administration and implementation.</li> <li>Liaison with IT agency for planning ICT infrastructure (Server/capacity planning, Networking equipment, security planning like Key cards, Locks, Biometric access, CCTV, data protection and intrusion prevention)</li> </ul>	
III.	<ul style="list-style-type: none"> <li>Be heading a team of Program officers and Data Analysts and constantly review the development of the ISPS. Plan implementation Training schedules to smoothly transition the ISPS platform to the stakeholders (Office Level &amp; Field Level) in district level and department level.</li> </ul>	
IV.	<ul style="list-style-type: none"> <li>Develop <b>Data-Driven and Cost-Driven Key performance indicators (KPIs)</b> for monitoring the effectiveness of modules and tasks in the Social Protection Delivery System.</li> <li>Visualize and <b>Monitor the KPIs</b> and prepare reporting results to Leadership.</li> </ul>	

	<b>REPORTING AND REVIEW</b>
3.	The consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.
4.	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>
	This engagement requires a dynamic, experienced and analytical IT professional with demonstrated experience of developing and managing large scale system Integrated systems. The requisite qualification for the engagement is
I.	Bachelor's Degrees in Computer Science, Information Technology or any related field are preferred. Applicants with a Non computer science Bachelor degree can also apply.
II.	<ul style="list-style-type: none"> <li>• Must have 2+ years' experience as an IT Analyst/Consultant in management of Mid to Large scale commercial IT systems in any sector.</li> <li>• Good knowledge of Project management tools Microsoft Project Management, Asana, and Mock up tools like Balsamiq/Just in mind or Microsoft Visio.</li> <li>• Demonstrated understanding of IT design architecture, e-governance strategy, application development.</li> <li>• Experience of planning, designing and implementing large scale systems and training.</li> </ul>
iii.	<ul style="list-style-type: none"> <li>• Able to clearly communicate technical concepts to both technical and non-technical audiences.</li> </ul>
5.	<b>Skills Required</b>
i.	<ul style="list-style-type: none"> <li>• Excellent writing, verbal communication and presentation skills and ability to make presentations in English and Tamil.</li> <li>• Fluency in spoken and written Tamil and English is a must.</li> </ul>
ii.	<ul style="list-style-type: none"> <li>• Good communications &amp; supervisory skills – able to express complex information in a simple and concise manner Strong analytical and conceptual skills.</li> </ul>
6.	<b>Remuneration</b>
i	The remuneration for the consultant would be in the range of <b>Rs.75,000/-</b> per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai - 600 005 during the course of the contracted period. The consultant may require to travel as per Project requirements .However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
ii	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD.The consultant may also be required to attend office on holidays as andwhen so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

<b>17. Procurement Officer</b>		
<b>1. Basic Details</b>		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, the consultant will be responsible for successful delivery of the services in order to achieve the development objectives of the RIGHTS project. The consultant will in particular be responsible for the Procurement Planning and Execution of projects. The consultant will:	
I.	Contribute in ensuring that procurement under the Project is conducted in accordance with the State Government and World Bank procurement standards and timelines.	
II.	<p>Assist in performing procurement functions like preparation of EoIs, ToRs, RFPs, and other bid / tender documents. Assist in preparing periodic procurement plans, perform the procurement/contract management for goods, works and services with due diligence.</p> <p>Support the tasks of receiving, securing and opening bids/proposals immediately after the deadline for submission has passed in accordance with the procedures and recording requirements of the Bid document and RFP. Assist in reviewing bid documents and prepare bid evaluation reports for all procurements planned under RIGHTS Project.</p>	
III.	<p>Support development of procurement manual and standard formats to guide procurement for the Project. During the bidding period, respond to questions from bidders and issue amendment/s to the procurement documents in accordance with relevant clauses of the Bid and RFP. Prepare and maintain costs and procurement data. Provide support for contract management, oversee post-procurement needs, undertake regular monitoring and follow up with the selected vendors to ensure satisfactory compliance. Perform all necessary file noting for approvals and other action/s as delegated by the reporting officer.</p>	
IV.	<p>Assist in preparing a half yearly report of all complaints (procurement related) received and document action taken if any. Perform record keeping pertaining to award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening records / minutes, bid evaluation reports and all correspondence pertaining to bid evaluation, communication sent to/with the World Bank. Update details pertaining to procurement in periodic progress reports for RIGHTS. Liaise with related personnel to analyse and define the user/division requirements to develop a ToR for procuring respective item/s. Any other relevant task as delegated by Project Director, RIGHTS or other senior officials nominated by the PD/DWDA.</p>	
3.	<b>REPORTING AND REVIEW</b>	
	The consultant will report to the Project Director or other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	

4.	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>
	This consultant requires a dynamic, experienced, and committed professional with demonstrated experience in procurement related work
I.	Full time UG/PG qualification in management/ business administration/ finance/ accounting or any other relevant discipline from a reputed university preferred.
II.	3-5 years' experience in planning and delivering on procurement functions, preferably with National/State Government and/or development/donor organization/s.
iii.	Demonstrated experience in managing procurement end to end across diverse functional requirements.
iv.	Knowledge and familiarity with Tamil Nadu Procurement Rules
5	<b>Skills Required</b>
i.	Strong analytical and conceptual skills. Skills in procurement management Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
ii.	Excellent computer skills in MS-Office: Word, Excel and PPT and capability to use internet for secondary research Ability to work in teams and liaise well with others Excellent writing and presentation skills and ability to make presentations in English and Tamil.
iii.	Fluency in spoken and written English is a must, similar skills in Tamil are desirable.
6	<b>Remuneration</b>
i.	The remuneration for the consultant would be in the range of Rs.75,000/- per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. This engagement may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
ii.	The consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

<b>18. Program Officer – Care and Rehabilitation Services</b>		
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required /preferred	Tamil & English
	Duration of Contract	12 months (Renewable upon satisfactory performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, the consultant will be responsible for care and rehabilitation services in order to ensure the development objectives of the RIGHTS project. He/she will in particular be responsible for the care and rehabilitation services components of projects. The consultant will :	
	<b>i)</b>	Support in designing and implementing One-stop Care Services, incorporating both Home-Based and Centre Based Services components.
	<b>ii)</b>	Support finalization of the One-Stop Care Services model based on lessons from similar existing interventions and thereon oversees its implementation and document lessons learnt.
	<b>iii)</b>	Support DWDA in engaging with various line Departments, particularly those related to centre-based services, home-based services, early intervention and other services where potential exists for convergence to extend such services to the lifecycle based rehabilitation of persons with disabilities. (PHCs for instance)
	<b>iv)</b>	Support towards Institutionalization of rehabilitation specific manpower-rehabilitation specific cadres, field level (technical) workers and specialists trained in delivering comprehensive (home/centre based) rehabilitation services
	<b>v)</b>	Any other relevant task as delegated by the Project Director/ RIGHTS and/or other officials nominated by the PD.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director-RIGHTS or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.	
	<b>i)</b>	Graduate in any discipline. Preferred: Full time graduate/ postgraduate qualification social sciences/ social work/ rural management/ development studies/ public policy/ public administration/ economics or any other relevant discipline such as Post Graduate Diploma in Community Based Rehabilitation, from a reputed university.
	<b>ii)</b>	3-5 years post qualification experience in the areas relating to service delivery for persons with disabilities particularly interventions relating to care, support & rehabilitation services, community based rehabilitation, educational services and social protection services leading district / field teams in planning and guiding interventions.
	<b>iii)</b>	Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level.
	<b>iv)</b>	Demonstrated understanding of managing Care and Rehabilitation based activities.

5.		<b>Skills Required</b>
	i)	Capability to use internet for any secondary research
	ii)	Good computer skills in MS-Office: Word, Excel and PPT
	iii)	Ability to work in teams and liaise well with others.
	iv)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
6		<b>Remuneration</b>
	i)	The remuneration for the consultant would be in the range of Rs. 75,000/- per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai- 600 005 during the course of the contracted period. The may incumbent require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The consultant will have to attend DWDA on all working days unless he/she is on an official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>19. Program Officer – Community Based Rehabilitation Services</b>		
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required/Preferred	: Tamil & English
	Duration of Contract	: 12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	<p>Under the supervision of the Project Director, the Consultant will be responsible for successful delivery of the services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the community-based rehabilitation services components of projects. CBR unit of the project will take lead in community-based rehabilitation processes both in development of strategy as well as creating pathways for implementation. Within the CBR unit, the role of the Consultant will be with community based rehabilitation services, cadre development for initial assessment and identification, work in close collaboration with rehabilitation and early intervention teams of the project, to facilitate community level services and outreach activities for all planned rehabilitation activities.</p> <p>The Consultant will be involved in:</p>	
	<b>i)</b>	Overall implementation of the community-based rehabilitation services to be delivered under the RIGHTS project which will focus on
		implementing and monitoring activities pertaining to community-based rehabilitation service delivery.
	<b>ii)</b>	Preparation of community-based rehabilitation services and inclusion component of the RIGHTS Project on the basis of initial concept, develop work-plan/ log frame to guide its implementation, and support in developing review and evaluation strategies
	<b>iii)</b>	Finalization of the community-based rehabilitation (CBR) model for the RIGHTS Project on the basis of lessons from similar existing interventions, and thereon oversee the implementation of CBR pilots in select geographical locations and document lessons learned.
	<b>iv)</b>	The Consultant will be directly responsible for cadre management, capacity building , development of ToTs in various themes, and overall coordination with block coordinators
	<b>v)</b>	Take lead in community engagement, especially in facilitating interaction and consultations with Disabled Peoples Organisation (DPO) leaders, parent groups and community leaders
	<b>vi)</b>	Any other relevant task as delegated by the Project Director or other official as assigned by PD.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The consultant will report to PD or other officials as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	



	<b>i)</b>	Graduate in any discipline. Preferred: Full-time Post Graduate or Bachelor's degree in social policy/work, rural development, development studies, public policy, public administration, Bachelor's degree in Rehabilitation Sciences, Post Graduate Diploma in Community Based Rehabilitation or any other relevant discipline from a reputed university preferred.
	<b>ii)</b>	3-5 years of working with National/State Govt. and/or development/donor/similar organization/s with direct experience of working on programs for empowerment of persons with disabilities Experience of working in Community based rehabilitation projects in Tamil Nadu would be desirable.
	<b>iii)</b>	Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level.
	<b>iv)</b>	Demonstrated understanding of social issues, especially important aspects of community-based rehabilitation work undertaken to empower persons with disabilities.
	<b>v)</b>	Strong experience and skills in creating resources, facilitating, and motivating Community Based Rehabilitation Workers( CBRWs) and local community development through a variety of methods - technical support and guidance, training, practice mentoring, "learning by doing" approaches
	<b>vi)</b>	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	<b>vii)</b>	Demonstrated ability/experience in engaging communities in similar projects.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT
	<b>iii)</b>	Ability to work in teams and liaise well with others
	<b>iv)</b>	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
	<b>v)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the Consultant would be in the range of Rs.75,000/-per month inclusive of all. Only travel expenses will be paid as per actuals. The Consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. The position may require This engagement may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The Consultant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters.

<b>20. Program Officer – Partnership Development</b>		
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required/Preferred	: Tamil & English
	Duration of Contract	: 12 months (Renewable upon satisfactory performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the PD RIGHTS the consultant will be responsible for multi-stakeholder activities to achieve the disability inclusive development and the development objectives of the RIGHTS project. He/she will in particular be responsible for the multi-stakeholder partnership components of projects: The consultant will assist the Partnership Development & Convergence unit in:	
	<b>i)</b>	To build multi-stakeholder partnerships in achieving disability inclusive development for the effective implementation of the RIGHTS project.
	<b>ii)</b>	Identifying opportunities for partnering with Government (State& Central)Organisations, International and regional organizations, International or regional disabled peoples' organizations , Human rights organizations, professional groups , Academics , Teachers and educators , Health care practitioners ,the media, including TV, radio and newspapers ,private sector, NGOs, Civil Society Organisations across all sectors.
	<b>iii)</b>	Developing strategies and plans in order to strengthen the partnership component.
	<b>iv)</b>	Building and maintaining issue-based partnerships and coalitions with the other organisations.
	<b>v)</b>	Mobilizing knowledge resources from multiple non-governmental organisations, both national and international level.
	<b>vi)</b>	Build partnership with international organisations that are creating impactful projects across various sectors.
	<b>vii)</b>	Provides examples of advancing multi-stakeholder partnerships disability-inclusive development ;
	<b>viii)</b>	Prepare and update periodic progress reports of Projects/Schemes of RIGHTS to include the details on multi-stakeholder partnerships .
	<b>ix)</b>	Any other relevant task as delegated by the Project Director (PD) or and other senior officials nominated by the PD/ DWDA
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires a dynamic, experienced and analytical professional with demonstrated experience of managing programmatic interventions related to persons with disabilities.	
	<b>i)</b>	Full time post graduate/under graduate qualification in social work/ research/economics/ rural management/ development studies/ public policy/ public administration or any other relevant discipline from a reputed university preferred.

	<b>ii)</b>	3-5 years' experience preferably in multi-stakeholder partnerships with National/State Govt. and/or development/donor/similar organization/s. Experience of developing/implementing partnership development related to persons with disabilities programs/schemes in Tamil Nadu or in a similar context would be desirable.
	<b>iii)</b>	Demonstrated knowledge and understanding of policy development, formulation and review of legislation, strategies and action plans at state level desirables.
	<b>iv)</b>	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Good communications & supervisory skills – able to express complex information in a simple and concise manner.
	<b>ii)</b>	Outstanding interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.
	<b>iii)</b>	Strong analytical and conceptual skills.
	<b>iv)</b>	Report writing skills
	<b>v)</b>	Excellent writing and presentation skills and ability to make presentations in English and Tamil
	<b>vi)</b>	Ability to work in teams and liaise well with others
	<b>vii)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the consultant would be in the range of Rs.75,000/- per month . Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period.The consultant may require travel as per Project requirements.However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The consultant will have to attend DWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

<b>21. Program Officer – Community Mobilization</b>		
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required /Preferred	: Tamil & English
	Duration of Contract	: 12 Months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	<p>Under the supervision of the Project Director the Consultant will be responsible for successful delivery of the services to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the community mobilization components of projects. The Community Based Rehabilitation (CBR) unit of the project will take lead in community-based rehabilitation processes both in development of strategy as well as creating pathways for implementation. Within the CBR unit, the role of the Consultant will be with the community engagement process both in terms of training, capacity building as well as creating feedback loop to facilitate a community-based participatory monitoring and evaluation process. Overall, this role is earmarked for those passionate about engaging with community based organisations, and experienced in creating participatory processes.</p> <p>The Consultant will:</p>	
	<b>i)</b>	Assist in the overall implementation of the community-based rehabilitation services to be delivered under the RIGHTS project which will focus on implementing and monitoring activities pertaining to community mobilization.
	<b>ii)</b>	Assist in the preparation of community mobilization component of the RIGHTS Project, develop work-plan/ log frame to guide its implementation, and support in developing review and evaluation strategies/tasks for the programme.
	<b>iii)</b>	Assist in finalization of the community-based rehabilitation (CBR) model for the RIGHTS Project on the basis of lessons from similar existing interventions, and thereon oversee the community mobilization and implementation of CBR pilots in select geographical locations and document lessons learned.
	<b>vi)</b>	Take lead in community engagement, especially in facilitating interaction and consultations with DPO leaders, parent groups and community leaders
	<b>ix)</b>	The Consultant will effectively be the community outreach arm of the project, he/she will be in the frontline of engaging with all community based organisations across various types of disabilities.
	<b>xxii)</b>	Any other relevant task as delegated by the Project Director, or other senior officers in RIGHTS/ DWDA.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	<b>i)</b>	Full-time Post Graduate or Bachelor's degree in social policy/work, rural development, development studies, public policy, public administration, Bachelor's degree in Rehabilitation Sciences, Post Graduate Diploma in Community Based Rehabilitation or any other relevant discipline from a reputed university preferred.

	<b>ii)</b>	3-5 years of experience in working with National/State Govt. and/or development/donor/similar organization/s with direct experience of working on programs for empowerment of persons with disabilities. Experience of working in Community mobilization projects in Tamil Nadu would be desirable.
	<b>iii)</b>	Demonstrated understanding of social issues especially important aspects of community mobilisation work undertaken to empower persons with disabilities.
	<b>iv)</b>	Strong experience and skills in creating resources, facilitating, and motivating CBRWs and local community development through a variety of methods - technical support and guidance, training, practice mentoring, "learning by doing" approaches
	<b>v)</b>	A candidate with above 10 years of experience in the government sector in the capacity not less than of a Tahasildar or equivalent associated with implementation of government projects at the field level will also be considered, for whom (i) and (ii) is only preferable.
	<b>vi)</b>	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	<b>vii)</b>	Demonstrated ability/experience in engaging communities in similar projects.
<b>5. Skills Required</b>		
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT
	<b>iii)</b>	Ability to work in teams and liaise well with others
	<b>iv)</b>	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
	<b>v)</b>	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
<b>6. Remuneration</b>		
	<b>i)</b>	The remuneration for the Consultant would be in the range of Rs.75,000/- per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The consultant will have to attend office, DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. The Consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays.</b>

22. Senior Accountant		
1. Basic Details		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	Under the supervision of the Project Manager, the incumbent will be responsible for providing accounting and financial services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Recurring and Non – recurring components of projects. The incumbent will:	
I.	Support in Financial Management activities especially, Accounting related tasks pertaining to schemes/projects of RIGHTS project	
II.	Assist in finalizing the Charts of Accounts for the Project accounting at all levels. Developing and using spreadsheet applications to follow up on the grant accounts and prepare periodic financial reports.	
III.	Maintain and supervise all accounting records and bills. Manage cash balance and details of financial backlogs. Verify payments to ensure that all expenditures are authorized and recorded with all necessary supporting documentation.	
IV.	Prepare withdrawal applications for account replenishment, process payment orders etc. Prepare periodic financial statements for TN -RIGHTS. Ensure that the accounting system covers all the project activities and provide support to enable the systems upgradation to online/accrual accounting system whenever required. Support internal audit processes pertaining to schemes/projects of RIGHTS	
	REPORTING AND REVIEW	
3.	The Senior Accountant will report to the Project Director or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	his engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with Accounts & Auditing related programmes.	
I.	Full time bachelor's degree in accounting/ financial management/ public finance or any other relevant discipline from a reputed university preferred	
II.	5 years' experience in public finance accounting and auditing, preferably with National/State Government and/or development/donor organizations. Experience of managing accounts of projects with the Government of Tamil Nadu would be desirable.	
iii.	Knowledge of public sector financial and accounting systems and procedures. Proven track record of ability to develop Charts of Accounts. Knowledge of Tamil Nadu Accounting Rules and Treasury system.	
iv.	Fully conversant with Tally based online accounting system and other books of accounts. Ability to transform a single-entry bookkeeping system to accrual-based accounting system for State/National Government would be desirable. Fluency in spoken and written Tamil and English.	
5.	Skills Required	
i.	Good computer skills in MS-Office: Word, Excel and PPT .Ability to work in teams and liaise well with others .	
ii.	Good writing and presentation skills and ability to make presentations in English as well as Tamil.	
6.	Remuneration	
i.	The remuneration for the incumbent would be of Rs 35,000/- per month . Only travel expenses will be paid additionally as per actuals. The incumbent will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon	

	College Campus, Chennai-600 005 during the course of the contract period. This consultant may require to travel as per Project requirements .However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
ii.	The incumbent will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

<b>23.Data Analyst</b>		
<b>1. Basic Details</b>		
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	Project Director, the incumbent will be responsible for in-depth data analysis, data processing and visualization of data into meaningful and useful information of <b>Integrated Social Protection Information System (ISPS)</b> . Specifically, the incumbent will:	
I.	Perform <b>data visualization, data mining, reporting</b> , time series analysis (including predictive techniques), online analytical processing (OLAP), statistical analysis, ETL, standardized reporting, ad-hoc analysis, query & reporting, unstructured analytics etc. Create Power <b>BI visualization of Dashboards</b> & Scorecards (KPI) for all the stakeholders.	
II.	Manage <b>Reporting systems</b> , troubleshooting daily issues, and integrating existing databases with numerous external data source including (SQL, Visual Studio 2010, Excel, & Access). Design and implement multiple dashboards using Power BI - <b>PowerPivot &amp; Power Query tools for in house metrics. Run complex and high volume ETL processes</b> , create stored procedures and SQL queries to pull data into power pivot model. Write complex <b>DAX functions in Power BI</b> and Power Pivot. Develop tabular queries for efficient analysis of report using Pivot/Un pivot in Power BI. Develop <b>PowerPoint presentations</b> to visualize data with Geo Location Information. Create In-depth data Reports using Charts, and Power BI.	
III.	Use <b>Advanced Excel Functions to Slice/ Dice Data</b> and interpret it. Extensively use SSIS transformations such as lookup, merge, derived column, data conversion, conditional split and aggregate for creating SSIS ETL Solution. Generated <b>Sub-Reports, Drill down reports</b> , Drill through reports and Parameterized reports using SSRS for Different District by Monthly and Quarterly Report.	
IV.	Develop <b>Data-Driven and Cost-Driven Key performance indicators</b> (KPIs) for monitoring the effectiveness of modules and tasks in Social Protection Delivery System. Visualize and <b>Monitor the KPIs</b> and prepare reporting results to Leadership.	
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Data Analyst will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires a dynamic, experienced and analytical IT professional with demonstrated experience of developing and managing large scale system Integrated systems. The requisite qualification for the engagement is	
I.	Bachelor's Degree in Computer Science, Information Technology or any related field are preferred. Applicants with Non computer science Bachelor degree can also apply.	
II	Must have 2+ years' experience as a Data Analyst in management of Mid to Large scale commercial IT systems in any sector. Excellent Power BI, Power Query and Advanced Excel Skills. Good knowledge in Databases: SQL Server, SSIS, SSAS,	



	SSRS, Visual Studio 2010, MS Access. Languages: DAX, MySQL, Tabular Cubes, VBA.
III.	Good Knowledge in Power BI, Excel - Power Pivot & Power Query, PowerPoint & Data Models. Good knowledge of Project management tools Microsoft Project Management, Asana.
<b>5.</b>	<b>Skills Required</b>
i.	Strong mathematical skills to help collect, measure, organise and analyse data. Strong analytical and conceptual skills.
ii.	Knowledge of data modelling, data cleansing and data enrichment techniques
iii	Fluency in spoken and written Tamil and English is a must.
<b>6.</b>	<b>Remuneration</b>
i.	The remuneration for the Data Analyst would be in the range of <b>Rs.35,000/-</b> per month inclusive of all. Only travel expenses will be paid as per actuals. The incumbent will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai - 600 005 during the course of the contracted period. The Data Analyst may require travel as per Project requirements .However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
ii.	The incumbent will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

<b>24.Assistant (SPIU)</b>		
<b>1.</b>	<b>BASIC DETAILS</b>	
	Language Required/Preferred	: Tamil & English
	Duration of Contract	: 12 months (Renewable subject to performance)
<b>2.</b>	<b>OBJECTIVES AND SCOPE</b>	
	The Assistant will be responsible for providing administrative and financial assistance in general project implementation and management and day-to-day liaison with counterparts. The Assistant will provide comprehensive secretarial and administrative support to the Project Director, including drafting correspondence, taking of minutes, arranging for the processing of government clearances, making travel arrangements and related tasks. The Assistant carries out his/her functions under the supervision of the Project Director. Specifically, the incumbent will:	
	<b>i)</b>	Support the project team in handling all file processing and maintenance activities especially, tasks pertaining to schemes/projects managed by DWDA.
	<b>ii)</b>	Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing evaluation reports, annual project reports, and update projects files. Prepare minutes of project meetings. Prepare all documentation for contract issuance.
	<b>iii)</b>	Write and distribute email, correspondence memos, letters, faxes and forms.
	<b>iv)</b>	Organize and schedule appointments & Plan meetings and take detailed minutes.
	<b>v)</b>	Develop and maintain a filing system.
	<b>vi)</b>	Update and maintain office policies and procedures.
	<b>vii)</b>	Order office supplies and Maintain contact lists, collect, register and maintain all information on project activities
	<b>viii)</b>	Maintain project filing system; Prepare routine correspondence and memoranda for Project Managers signature; Receive, screen and distribute correspondence and attach necessary background information. Any other tasks as assigned by Project Director.
<b>3.</b>	<b>REPORTING AND REVIEW</b>	
	The Assistant will report to the Project Director or other official as assigned by PD and work under his or her direct supervision on a day-to-day basis.	
<b>4.</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This Assistant requires dynamic, experienced and analytical professionals with demonstrated experience of office management related work.	
	<b>i)</b>	Full time bachelor's degree in accounting/ financial management/ public finance or business management any other relevant discipline from a reputed university preferred.
	<b>ii)</b>	Minimum 1 years' experience in administrative work and office management procedures, preferably with National/State Government and/or development/donor organizations. Experience of managing accounts of projects with the Government of Tamil Nadu would be desirable.
	<b>iii)</b>	Fluency in spoken and written Tamil and English.
<b>5.</b>	<b>Skills Required</b>	
	<b>i)</b>	Capability to use internet for any secondary research
	<b>ii)</b>	Good computer skills in MS-Office: Word, Excel and PPT

	<b>iii)</b>	Ability to work in teams and liaise well with others
	<b>iv)</b>	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
<b>6.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the Assistant would be Rs. 20,000/- per month. Only travel expenses will be paid additionally as per actuals. The Assistant will be located at the Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. The Assistant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The Assistant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>25. Typist cum Computer Operator</b>	
<b>1. BASIC DETAILS</b>	
Language Required/preferred	Tamil & English
Duration of Contract	12 months (Renewable subject to performance)
<b>2. OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, the incumbent will be responsible for successful delivery of the services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Typing, Data entry and file processing work with teams of RIGHTS projects. The incumbent will:
i)	Generate periodic monitoring and planning reports as requested. Collect data and feed the same into the computer.
ii)	Maintain office records/files with respect to general management and correspondences.
iii)	Support the senior staff by entering data, typing, word-processing, preparing powerpoints or using spreadsheets to accomplish the needed tasks pertaining to schemes/projects implemented by RIGHTS.
iv)	Undertake other relevant data or computer related tasks as necessary.
v)	Any other relevant task as delegated by the staff of DWDA and/or other senior official/s as nominated by the PD/DWDA.
<b>3. REPORTING AND REVIEW</b>	
	The Typist cum Computer Operator will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis
<b>4. EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires experience of managing work with Typing cum computer operating related programmes.
i)	Full time bachelor's degree or Diploma in computer applications or any other relevant discipline from a reputed university preferred.
ii)	Type writing - both lower and higher-English and Tamil.
iii)	Minimum 1 years' experience in data entry work, and typing work preferably with National/State Government and/or development/donor organization/s. Experience of managing large data sets of donor funded projects with the Government of Tamil Nadu would be desirable.
iv)	Fluency in spoken and written Tamil & good knowledge in English is desirable.
<b>5. Skills Required</b>	
i)	Strong analytical and conceptual skills
ii)	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams, along with ability to work independently with less supervision
iii)	Capability to use internet for any secondary research
iv)	Excellent computer skills in MS-Office: Word, Excel, PPT and also TALLY
v)	Ability to work in teams and liaise well with others
<b>6. Remuneration</b>	

	<b>i)</b>	The remuneration for the incumbent would be of Rs 15,000/- per month. Only travel expenses will be paid additionally as per actuals. The incumbent will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This incumbent may require to travel as per Project Requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	<b>ii)</b>	The incumbent will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>

<b>26. Office Assistant</b>		
<b>1. BASIC DETAILS</b>		
	Language Required/Preferred	Tamil
	Duration of Contract	12 months (Renewable subject to performance)
<b>2. OBJECTIVES AND SCOPE</b>		
	Under the supervision of the Project Director, the incumbent will be responsible for both indoor and outdoor office works, work assigned by officers and staff of the RIGHTS project. The incumbent will:	
i)	Responsible for office attendant work pertaining to the day-day operations of the State Project Management Unit of RIGHTS projects.	
ii)	Basic functional knowledge of office equipment such as photocopying, printing, fax etc., filing of documents as well handling pantry work.	
iii)	Carry out both indoor and outdoor office activities	
iv)	Provide visitors with information and direct them accordingly	
v)	Answer phone calls and direct callers to the appropriate party	
vi)	Monitor and manage inventory of office supplies; order and distribute office supplies as necessary	
vii)	Coordinate and schedule appointments and meetings	
viii)	Perform other administrative support tasks, including updating and sorting files, etc for the reporting manager.	
<b>3. REPORTING AND REVIEW</b>		
	The Office Assistant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>4. EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>		
	This engagement requires	
i)	Class X pass.	
ii)	Experience of at least 2 years in similar work, preferably with National/ State Government and /or development organisation	
<b>5. Skills Required</b>		
i)	Good working knowledge of spoken and written Tamil is desirable.	
ii)	Ability to understand basic English is a plus.	
<b>6. Remuneration</b>		
i)	The remuneration for the Office Assistant would be of Rs 13,000/- per month. Only travel expenses will be paid additionally as per actuals. The Office Assistant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This Office Assistant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.	
ii)	The Office Assistant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays.</b>	