DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS GOVERNMENT OF TAMIL NADU	
RIGHTS Project: Inclusion, Accessibility & Opportunities for the Differently Abled in Tamil Nadu	
TERMS OF REFERENCE FOR ENGAGEMENT OF	

1. **Post- 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 District Differently Abled Welfare Officer(DDAWO), 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 at the district level. The incumbent will:	
I.	- Support in Financial Management activities especially, Accounting related tasks pertaining to schemes/projects of RIGHTS project. - Assist in finalizing the Charts of Accounts for the Project accounting at all levels. Maintain and supervise all accounting records and bills.	
II.	- Developing and using spreadsheet applications to follow up on the grant accounts and prepare periodic financial reports. - Manage cash balance and details of financial backlogs. - Verify payments to ensure that all expenditures are authorized and recorded with all necessary supporting documentation.	
III.	- Prepare withdrawal applications for account replenishment, process payment orders etc. - Prepare periodic financial statements for TN -RIGHTS.	
IV.	- 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.	
3	**REPORTING AND REVIEW**	
	The Senior Accountant will report to the District Differently Abled Welfare Officer(DDAWO) or any other official as assigned by DDAWO and work under his/her direct supervision on a day-to-day basis.	
4	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	This 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(accounts) from a recognised university preferred.	
II.	2-3 years of accounting/finance 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. - Demonstrate intermediate to advanced skills and knowledge of Tally. - Knowledge of Tamil Nadu Accounting Rules and Treasury system.	
IV.	- Fully conversant with Tally based online accounting system and other books of accounts knowledge is mandatory. - Diploma in tally will be an added advantage.	

V.	• Ability to transform a single-entry book keeping 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
II.	Ability to work in teams and liaise well with others
III.	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 a maximum of Rs. 25,000 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.
II.	The incumbent will have to attend office at CWDA 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**

	2. Post - Data Entry Operator (DPIU)	
1	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2	**OBJECTIVES AND SCOPE**	
	Under the direct supervision of the District Differently Abled Welfare Officer, the incumbent will be responsible for successful delivery of the services in order to achieve the development objectives of the RIGHTS project at the district level. He/she will in particular be responsible for the data entry and coordinating with other M&E /Finance teams of 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 with respect to general management and correspondences. Ensure data entry and record-keeping of all project related work.	
III.	Support the senior staff by entering data, typing, word-processing, preparing power points 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.	
	REPORTING AND REVIEW	
3	The Data Entry Operator will report to DDAWO and work under his/her direct supervision on a day-to-day basis.	
4	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to the person with disabilities.	
I.	Full time bachelor's degree or Diploma in computer applications or any other relevant discipline from a reputed university preferred.	
II.	Demonstrated experience of at least 2-4 years in data entry 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.	
III.	Fluency in spoken and written Tamil, English preferred.	
5	**Skills Required**	
I.	Strong analytical and conceptual skills Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables	
II.	Capability to use internet for any secondary research Excellent computer skills in MS-Office: Word, Excel, PPT and also TALLY	
III.	Ability to work in teams and liaise well with others Good data processing skills	
6	**Remuneration**	
I.	The remuneration for the incumbent would be a maximum of Rs. 15,000/- 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.	
II.	The Data Entry Operator will have to attend DDAWO on all working days unless he/she is on official tour as approved by DDAWO or allowed to work from home by DDAWO. He /She may also be required to attend office on holidays as and when so desired by DDAWO for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays	

3.	**Post - Assistant (DPIU)**	
1.	**Basic Details**	
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2.	**OBJECTIVES AND SCOPE**	
	The Assistant will be responsible for providing administrative assistance in general project implementation and management and day-to-day liaison with counterparts. He/She will provide comprehensive secretarial and administrative support to the DDAWO, 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 direct supervision of the DDAWO. Specifically, the incumbent will:	
I.	Support the project team in handling all file processing and maintenance activities especially, tasks pertaining to schemes/projects managed by RIGHTS. Organize and schedule appointments & Plan meetings and take detailed minutes	
II.	Liaise with project counterparts on day-to-day implementation of project activities. Perform other duties as determined by the DDAWO. Write and distribute email, correspondence memos, letters, faxes and forms	
III.	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	
IV.	- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans. - Assist in the preparation of regularly scheduled reports & Maintain project correspondence and communication. - Develop and maintain a filing system. - Update and maintain office policies and procedures. - Order office supplies and Maintain contact lists Collect, register and maintain all information on project activities.	
3.	**REPORTING AND REVIEW**	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	The Assistant will report to the DDAWO or other official as assigned by DDAWO and work under his or her direct supervision on a day-to-day basis.	
I.	Full time bachelor's degree in accounting/ financial management/ public finance or any other relevant discipline from a reputed university preferred.	
II.	3 years experience in administrative work and office management procedures, preferably with National/State Government and/or development/donor organizations.	
III.	Fluency in spoken and written Tamil and English is preferred.	
5	**Skills Required**	
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. 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 a maximum of Rs. 20,000/- 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.	
II.	The incumbent will have to attend office at DDAWO on all working days unless he/she is on official tour as approved by DDAWO/District or allowed to work from home by DDAWO. He/She may also be required to attend office on holidays as and when so desired by DDAWO for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.	

	4. Program Officer – Partnership Development and Convergence (DPIU)	
1. BASIC DETAILS		
Language Required /preferred		Tamil & English
Duration of Contract		12 Months (Renewable subject to performance).
2.	**OBJECTIVES AND SCOPE**	
	Under the direct supervision of the DDAWO, the incumbent 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 component of projects: The incumbent will assist DDAWO in Partnership Development & Convergence in:	
	I.	To build multi-stakeholder partnerships in achieving disability inclusivedevelopment for the effective implementation of the RIGHTS project/ RPwD Act, 2016
	II.	Identifying opportunities for partnering with Government (State& Central) Organisations, Members of the legislature, International and regional organizations, NGOs, Civil Society Organisation, and create linkage and support structure for convergence with diverse organisations (both governmental and non-governmental)
	III.	Developing partnership strategy and plans in order to strengthen the partnership component
	IV.	Building and maintaining issue-based partnerships and coalitions with the partners.
	V.	Mobilizing knowledge resources from partners
	VI.	Identifying best practices and lessons learned directly linked to resource mobilization and partnership-building activities
	VII.	Explores considerations in the formation of MSPs, including how to identify partners;
	VIII.	Considers the modalities of working in partnerships;
	IX.	Provides examples of advancing multi-stakeholder partnerships disability-inclusive development ;
	X.	Prepare and update periodic progress reports of Projects/Schemes of RIGHTS to include the details on multi-stakeholder partnerships.
	XI.	Liaise with the World Bank team, other project implementation team members, line departments, educational institutions, training providers, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks
	XII.	Participate in and/or organize relevant seminars, workshops, consultations etc. as and when required.
	XIII.	Any other relevant task as delegated by the DDAWO or any other senior officials nominated by the DDAWO.
3	**REPORTING AND REVIEW**	
	The consultant will report to the District Differently Abled Welfare Officer or other officialas assigned by the District Differently Abled Welfare Officer and work under his/her direct supervision on a day-to-day basis.	
4	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience in programs related to disability.	

	I.	Full time undergraduate qualification in social work/economics/rural management/ development studies/ public policy/ public administration or anyother relevant discipline from a reputed university preferred.
	II.	3-5 years' experience preferably in working in convergence with other 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.
	III.	Demonstrated knowledge and understanding of policy development, formulation and review of legislation, strategies and action plans at state level desirable.
	IV.	Fluency in spoken and written Tamil and English.
5.	**Skills Required**	
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.	Significant experience of managing engagement with one or more of the stakeholder cohort referred to above and statutory bodies on major high profile public sector infrastructure or regeneration projects.	
V.	Appreciation of the infrastructure-related Government/ political environment or Associations.	
VI.	Experience in developing and successfully implementing stakeholder engagement plans	
VII.	A clear understanding of issues pertaining to project development and preferably familiarity with the requirements of authorisation processes.	
VIII.	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 a maximum of Rs. 40,000/- 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.	
II.	The incumbent will have to attend office at DDAWO of selected district on all working days unless he/she is on official tour as approved by DDAWO or allowedto work from home by DDAWO of selected district. He/She may also be requiredto attend office on holidays as and when so desired by DDAWO of selected districts for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays	

	5. Program Officer – Training (DPIU)	
1. BASIC DETAILS		
	Language Required/preferred	Tamil & English
	Duration of Contract	12 months (Renewable subject to performance)
2.	**OBJECTIVES AND SCOPE**	
	Under the direct supervision of the District Differently Abled Welfare Officer , the incumbent will be responsible for successful delivery of training related services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the training and capacity building components of projects. The incumbent will:	
I.	Support the training needs assessment of RIGHTS staff, associated NGOs/CBOs and/or other stakeholders.	
II.	Support identification of knowledge and capacity gaps for all institutional levels of RIGHTS project.	
III.	Support RIGHTS to develop training and capacity building plans and maintain a training calendar.	
IV.	Be the capacity building point person for development and managementof cadres through Master Trainings, ToTs and various levels of training activities.	
V.	Undertake any other relevant task as delegated by the DDAWO RIGHTS and/or other officials nominated by the DDAWO	
3.	**REPORTING AND REVIEW**	
	The consultant will report to the District Differently Abled Welfare Officer or other official as assigned by the District Differently Abled Welfare Officer and work underhis/her direct supervision on a day-to-day basis.	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with pragmatic interventions related to persons with disabilities.	
I.	Full-time UG/PG in social policy/work, rural development, development studies, public policy, public administration or any other relevant discipline from a reputed university preferred.	
II.	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.	
III.	Demonstrated understanding of social issues, especially important aspects of training and capacity building undertaken to empower persons with disabilities.	
IV.	Demonstrated ability/experience in Training and IEC in similar projects.	
V.	Fluency in spoken and written Tamil and English.	
5.	**Skills Required**	
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.	
6.	**Remuneration**	
I.	The remuneration for the incumbent would be a maximum of Rs. 40,000per 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.	
II.	The incumbent will have to attend office at DDAWO of selected districts on all working days unless he/she is on official tour as approved by DDAWO or allowed to work from home by DDAWO of selected districts.He/She may also be required to attend office on holidays as and when so desired by DDAWO of selected districts for disposal of urgent matters.However, no extra remuneration will be paid for attending office on holidays	

6. Program Officer – Community Services (DPIU)	
1. BASIC DETAILS	
Language Required/preferred	Tamil & English
Duration of Contract	12 months (Renewable subject to performance)

2. OBJECTIVES AND SCOPE

Under the direct supervision of the DDAWO the incumbent 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 incumbent will:

I.	Be responsible for overall implementation of the community engagement and mobilisation services at the district level, to be delivered under the RIGHTS project which will focus on implementing and monitoring activities pertaining to activities of community engagement.
II.	Assist in the preparation of community engagement and inclusion component of the RIGHTS Project on the basis of proposed framework of Community Based Rehabilitation as part of project activities.
III.	Be the community engagement arm of the CBR (community-based rehabilitation) operations of the RIGHTS Project on the basis of lessons from similar existing interventions, and thereon oversee the community engagement, including engagement with OPDs for a creative and participatory monitoring process that takes community partnership into process.
IV.	Support the design, planning and development of criteria for maximizing the outreach to identify and include the most vulnerable among the target group.
V.	Assist in the development of a participatory monitoring and evaluation (M&E) system for the Project.
VI.	Coordinate with the state team towards establishing systems that support the management, administration, and monitoring of community based activities such as participatory monitoring and evaluation, mobilization and capacity development activities.
VII.	Prepare the district level work plan for all community engagement activities. The content of community engagement activities will include but will not be limited to the following: local problem analysis; assessment of vulnerabilities, capabilities, and available resources; awareness of the contexts and network of organized CBOs, such as parent groups and DPOs.
VIII.	Identify locations that will connect with the community through established CBR workers and cadre at community level, both rural and urban contexts.
IX.	Any other relevant task as delegated by the DDAWO, or other senior officers in RIGHTS/ DWDA

3. REPORTING AND REVIEW

The consultant will report to DDAWO and any other official as per guidance of PD,DWDAP. The consultant will work under the direct supervision of DDAWO or other officials as assigned by DDAWO on a day-to-day basis.

4. EDUCATIONAL QUALIFICATION AND EXPERIENCE

This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.

I.	Full-time UG/PG degree in social work, rural development, development studies, public policy, public administration, post Graduate Diploma in Community Based Rehabilitation or any other relevant discipline from a reputed university preferred.

	II.	3-5 years post qualification experience 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 with community organisations ofpersons with disabilities and families such as OPDs and community based organisations will be preferred.
	III.	Demonstrated ability/experience in engaging communities in similar projects.
	IV.	Fluency in spoken and written Tamil and English is a must.
5.	**Skills Required**	
	I.	Capability to use the 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.	Ability to work in teams and liaise well with others
	IV.	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 a maximum of Rs. 40,000 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.
	II.	The consultant will have to attend office at DDAWO on all working daysunless he/she is on official tour as approved by or allowed to work fromhome 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