

1. Assistant			
1.	BASIC DETAILS		
	Language Required/Preferred	:	Tamil & English
	Duration of Contract	:	12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE		
	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:		
	i)	Support the project team in handling all file processing and maintenance activities especially, tasks pertaining to schemes/projects managed by DWDA.	
	ii)	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.	
	iii)	Write and distribute email, correspondence memos, letters, faxes and forms.	
	iv)	Organize and schedule appointments & Plan meetings and take detailed minutes.	
	v)	Develop and maintain a filing system.	
	vi)	Update and maintain office policies and procedures.	
	vii)	Order office supplies and Maintain contact lists, collect, register and maintain all information on project activities	
	viii)	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.	
3.	REPORTING AND REVIEW		
	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.		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	This Assistant requires dynamic, experienced and analytical professionals with demonstrated experience of office management related work.		
	i)	Full time bachelor's degree in accounting/ financial management/ public finance or business management any other relevant discipline from a reputed university preferred.	
	ii)	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.	
	iii)	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)	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
6.	Remuneration	
	i)	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.
	ii)	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. However, no extra remuneration will be paid for attending office on holidays

2. Program Manager- Community Services and Inclusion		
1. BASIC DETAILS		
Language Required/preferred	English & Tamil	
Duration of Contract	12 months (Renewable subject to performance)	
Reporting Officer	Project Director-RIGHTS.	
2.	OBJECTIVES AND SCOPE 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:	
	i)	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.
	ii)	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..
	iii)	Support the design, planning and development of criteria for maximizing the outreach focusing to identify and include the most vulnerable among target group.
	iv)	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
	v)	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.
	vi)	Participate and/or organize in relevant seminars, workshops, consultations etc. as and when required.
	vii)	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.
	viii)	Analyse and document the progress, impact, challenges and actions taken during the Project preparation.
	ix)	Any other relevant task as delegated by the PD or other officials nominated by him / her.
3.	REPORTING AND REVIEW 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	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE 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	

	i)	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.
	ii)	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
	iii)	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.
	iv)	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.
5. Skills Required		
	I)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	II)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	III)	Ability to work in teams and liaise well with others
6. Remuneration		
	i)	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.
	ii)	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. However, no extra remuneration will be paid for attending office on holidays

3. Program Officer – Accessibility		
1. BASIC DETAILS		
Language Required/Preferred	:	Tamil & English
Duration of Contract	:	12 months (Renewable upon satisfactory performance)
2.	OBJECTIVES AND SCOPE	
	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:	
	i)	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.
	ii)	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.
	iii)	Support in the design, development and operationalization of an accessibility related convergence plan for RIGHTS/ DWDA schemes.
	iv)	Support development of a system to advice and monitor other line departments to ensure accessibility standards in all their aspects of service delivery.
	v)	Develop plans (along with budgets) to ensure accessibility components are met as per project requirements.
	vi)	Support Project activities related with the procurement of Accessibility equipment/s.
	vii)	Undertake any other relevant task as delegated by the Project Director and/or other officials nominated by the PD-RIGHTS/ DWDA .
3.	REPORTING AND REVIEW	
	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.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This engagement requires a dynamic, experienced and analytical professional with demonstrated experience of managing programmatic interventions related to persons with disabilities.	
	i)	<ul style="list-style-type: none"> • Full time graduate/ Post graduate in civil engineering, architecture, urban design, urban studies, urban planning, planning or equivalent from a reputed university preferred. • Certificate or diploma related to fields of accessibility and universal design is desirable or any other equivalent qualification from a reputed university preferred. • 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.
	ii)	<ul style="list-style-type: none"> • 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.

	iii	<ul style="list-style-type: none"> 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.
	iv	<ul style="list-style-type: none"> Demonstrated understanding of accessible design, universal design, accessibility norms and applications.
	v)	<ul style="list-style-type: none"> Experience of planning, designing and implementing Accessibility systems and training or has experience in conducting Accessibility tests and audits.
5.	Skills Required	
	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
6.	Remuneration	
	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 and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

4. Procurement Officer		
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 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Update details pertaining to procurement in periodic progress reports for RIGHTS.</p> <p>Liaise with related personnel to analyse and define the user/division requirements to develop a ToR for procuring respective item/s.</p> <p>Any other relevant task as delegated by Project Director, RIGHTS or other senior officials nominated by the PD/DWDA.</p>	
3.	REPORTING AND REVIEW	
	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.	EDUCATIONAL QUALIFICATION AND EXPERIENCE
	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	Skills Required
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	Remuneration
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

5. Program Officer – Research, Learning and Impact Assessment		
1. BASIC DETAILS		
Language Required / preferred		Tamil & English
Duration of Contract		12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	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:	
	i)	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.
	ii)	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
	iii)	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.
	iv)	Coordinate various social, environmental and gender inclusion related studies and assessments as part of preparation and design of the proposed intervention.
	v)	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.
	vi)	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)
	vii)	Contribute in Social Safeguards related assessments and preparation of project documents / reports, and liaise with World Bank Social Safeguards Specialists
	viii)	Support the design, planning and development of criteria for maximizing the outreach focusing to identify and include the most vulnerable among the target group.
	ix)	Support, manage and oversee the development of Programme Implementation Plan and operation manuals for community services and inclusion.
	x)	Assist in the development of a participatory monitoring, evaluation, Research and Learning (MERL) system for the Project.

	xi)	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;
	xii)	Scans the outside world to bring in new ideas, concepts, researchers, or consultants and keeps abreast of monitoring and evaluation activities of other agencies.
	xiii)	Supports on-going reflection on the evaluation function within the RIGHTS and on the performance of DWDA-RIGHTS .
	xiv)	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
	xv)	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;
	xvi)	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;
	xvii)	Train and support the government staff and related consultants on approaches and tools to work effectively in accordance with the Project requirements.
	xviii)	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
	xix)	Process and impact evaluations through experimental or high-quality quasi-experimental research design in accordance with the Project implementation.
	xx)	Identify the areas that require remedial measures and course correction as a result of impact/process evaluations, and support execution/inform about the related necessary change/s in the Project design.
	xxi)	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.
	xxii)	Analyse, document and make presentations on the progress, impact, challenges and actions taken during the Project implementation.
3.	REPORTING AND REVIEW	
	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.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	i)	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 Tamil nadu 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.
5.	Skills Required	
	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.	Remuneration	
	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. However, no extra remuneration will be paid for attending office on holidays

6. Program Officer – Training		
1. BASIC DETAILS		
Language Required/preferred	Tamil & English	
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 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-	
	i)	preparation of Training manuals and content generation for capacity building of all thematic and technical cadres and staff
	ii)	Building partnerships with relevant organizations and experts to support component based training development and creation of ToTs etc across the state of Tamilnadu.
	iii)	Support the training needs assessment of DWDA staff, associated NGOs/CBOs and/or other stakeholders.
	vi)	Support identification of knowledge and capacity gaps for all institutional levels of RIGHTS project.
	v)	Support DWDA to develop training and capacity building plans and maintain a training calendar.
	vi)	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.
3.	REPORTING AND REVIEW	
	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.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This consultant requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with programmatic interventions related to persons with disabilities.	
	i)	Graduate in any discipline. Preferred: 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.
	ii)	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
	iii)	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.

	iv)	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.
	v)	Demonstrated understanding of social issues, especially important aspects of training and capacity building undertaken to empower persons with disabilities.
	vi)	Strong experience and skills in creating resources, facilitating, technical support and guidance, training, practice mentoring, “learning by doing” approaches.
	vii)	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	viii)	Demonstrated ability/experience in Training and IEC in similar projects.
5.	Skills Required	
	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.	Remuneration	
	i)	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.
	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. 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.

7. Program Officer – Convergence			
1.	BASIC DETAILS		
	Language Required / Preferred	:	Tamil & English
	Duration of Contract	:	12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE		
	<ul style="list-style-type: none"> 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. 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. 		

	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 channeling 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)	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.
	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.		Skills Required
	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.		Remuneration
	i)	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. 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. However, no extra remuneration will be paid for attending office on holidays.

8. Program Officer- Human Resource		
1. BASIC DETAILS		
Language Required /preferred	Tamil & English	
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 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:	
	i)	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.
	ii)	Assist in performing human resource procurement activities like preparation of EoIs, ToRs, RFPs, and other bid / tender documents.
	iii)	Assist in preparing periodic human resource management plans, perform the procurement/contract management for human resources.
	iv)	Support development of human resource management manual and standard formats for the Project.
	v)	Well-planned and timely recruitment and selection of new/vacant posts including additional support in other areas of HR.
	vii)	Assist in preparing a half yearly report of all complaints/grievances received and document action taken if any.
	viii)	Any other relevant task as delegated by Project Director, RIGHTS or other senior officials nominated by the PD.
3.	REPORTING AND REVIEW	
	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.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This consultant requires a dynamic, experienced, and committed professional with demonstrated experience in procurement related work	
	i)	Master degree in MSW/ human resource management, organizational development, business administration, or equivalent from a reputed university.
	ii)	Preference will be given to candidates who have implemented HRMS systems, designed HR policies for government/ private sector organisations.
	iii)	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.
	iv)	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.
	v)	Demonstrated hands-on experience in human resource management, performance management and/or developing competency frameworks.
5.	Skills Required	
	i)	Strong analytical and conceptual skills

	ii)	Demonstrable experience with Human Resources metrics and d knowledge of HR systems and databases.
	iii)	Good interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables
	iv)	Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau.
	v)	Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred
	vi)	Ability to work in teams and liaise well with others.
6.	Remuneration	
	i)	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.

9. Senior Accountant	
1. BASIC DETAILS	
Language Required /preferred	Tamil & English
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
3.	REPORTING AND REVIEW
	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

10. Typist cum Computer Operator		
1. BASIC DETAILS		
Language Required /preferred	Tamil & English	
Duration of Contract	12 months (Renewable subject to performance)	
2.	OBJECTIVES AND SCOPE	
	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 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
	v)	Any other relevant task as delegated by the staff of DWDA and/or other senior official/s as nominated by the PD/DWDA.
3.	REPORTING AND REVIEW	
	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	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	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.
5.	Skills Required	
	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
6.	Remuneration	
	i)	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.

	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
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11. Program Officer-Financial Management		
1. BASIC DETAILS		
Language Required /preferred		Tamil & English
Duration of Contract		12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	Under the supervision of the Program Manager –Finance Management, the applicant will be responsible for Financial activities to achieve the development objectives of the RIGHTS project.	
SR.NO	Scope of Work	Key Deliverables
I.	Expenditure Tracking & Monitoring <ul style="list-style-type: none"> •Support expenditure reconciliation across various project units (districts, blocks). •Identify and resolve financial discrepancies and variances. •Ensure timely and accurate reporting of financial data to PM-Finance. 	<ul style="list-style-type: none"> •Increased financial transparency through accurate expenditure tracking. •Timely identification of discrepancies, reducing errors and financial mismanagement. •Strengthened financial accountability at decentralized levels.
II.	Cash Flow & Disbursement Coordination <ul style="list-style-type: none"> •Assist in processing vendor payments, tracking cash flows, and ensuring timely disbursement of project funds. •Ensure that payments comply with financial policies and required documentation standards. •Coordinate with banks and financial institutions for fund flow management. 	Reduced delays in vendor payments, improving vendor relationships. Efficient cash flow management, ensuring project liquidity. Enhanced financial accuracy through systematic reconciliation.
III.	Capacity Building & Stakeholder Coordination <ul style="list-style-type: none"> •Train district/block finance teams on financial policies, procedures, and reporting requirements. •Support in developing financial manuals and SOPs for decentralized financial management. •Ensure effective compliance monitoring at all implementation levels. 	<ul style="list-style-type: none"> •Improved financial knowledge and skills among district/block teams. •Standardized financial procedures, ensuring consistent implementation. •Increased compliance with financial regulations at all levels.
IV.	Digital Financial Systems Support <ul style="list-style-type: none"> •Assist in the implementation and enhancement of financial software (e.g., Tally) to improve efficiency. •Provide technical support for resolving financial system-related issues. •Ensure digital financial tools are effectively utilized for real-time financial tracking. 	<ul style="list-style-type: none"> •Increased efficiency and accuracy in financial operations through digital tools. •Reduced manual errors with improved financial automation. •Faster resolution of financial system issues, minimizing downtime.
V.	Audit Support & Documentation <ul style="list-style-type: none"> •Maintain systematic financial records to ensure compliance with audit requirements. •Assist in addressing audit observations and implementing corrective actions. •Ensure financial accountability through structured documentation. 	<ul style="list-style-type: none"> •Stronger audit readiness, reducing financial risks. •Prompt resolution of audit findings, improving compliance. •Comprehensive financial documentation, supporting transparency and governance.
VI.	Financial Policy Compliance & Internal Controls <ul style="list-style-type: none"> •Ensure adherence to financial policies, World Bank guidelines, and risk management frameworks under the guidance of PM-Finance. •Implement internal controls to prevent financial irregularities and maintain transparency. 	<ul style="list-style-type: none"> •Coordinate with internal auditors to ensure timely completion of internal audit and timely resolution of internal audit observations •Ensure compliance with statutory requirements like TDS, GST, PF etc. and timely filing of all statutory returns •Strengthened internal control systems,

	<ul style="list-style-type: none"> •Support in strengthening financial risk management practices. 	<p>reducing financial risks and ensuring compliance are in place.</p> <ul style="list-style-type: none"> •Timely identification and mitigation of financial irregularities are flagged and appropriate action taken •Improved financial governance and accountability within the project are in place both at the State and the districts.
VII.	Budgeting & Fund Management <ul style="list-style-type: none"> •Assist in preparing and managing project budgets, ensuring proper fund allocation. •Monitor fund utilization and ensure alignment with approved work plans and financial guidelines. •Support budget revisions and reallocations as per project needs. 	<ul style="list-style-type: none"> •Optimized budget allocation, ensuring financial efficiency. •Effective fund utilization tracking, reducing underspending or overspending. •Enhanced budget forecasting and resource planning.
VIII.	Financial Reporting & Compliance <ul style="list-style-type: none"> •Prepare and submit monthly, quarterly, and annual financial reports to PM-Finance. •Ensure financial documentation is audit-ready and meets compliance standards. •Maintain accuracy and completeness in financial records for review. 	<ul style="list-style-type: none"> • Accurate and timely financial reports, supporting decision-making. • Improved audit preparedness, reducing compliance risks. • Standardized financial documentation processes for consistency.
3.	REPORTING AND REVIEW	
	Reports directly to the Program Manager-Financial Management.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	i)	C.A.or ICWAorMBA(Finance)or a Bachelors' Degree in Accounts with Tally software application (Tally Prime certification course from government recognition institution.
	iii)	5 to 8 yearsof experience preferably in World Bank / international projects in acity of size and complexity comparable to Chennai
	iv)	Fluency in spoken and written Tamil & good knowledge in English is desirable.
5.	Remuneration	
	i)	The remuneration for the incumbent would be of Rs 75,000/- 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.
	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

12. Program Manager-Human Resource (PM- HR)		
1. BASIC DETAILS		
Language Required /preferred		Tamil & English
Duration of Contract		12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	The Program Manager - HR (PM-HR) is responsible for developing and overseeing HR strategies, policies, and frameworks. This role ensures compliance with labor laws, drives workforce planning, and aligns HR initiatives with project objectives.	
SR.NO	Scope of Work	Key Deliverables
I.	HR Strategy & Policy Development <ul style="list-style-type: none"> •Develop and implement HR policies aligned with Tamil Nadu Government & World Bank guidelines. •Establish workforce planning strategies to ensure optimal staffing and retention. •Ensure compliance with EPF, insurance, POSH, and RTI regulations. 	<ul style="list-style-type: none"> •Comprehensive HR policies are institutionalized and operational. •Strategic workforce plans improving hiring efficiency and retention rates. •Legal compliance ensured, reducing risks of non-adherence.
II.	Recruitment & Workforce Planning <ul style="list-style-type: none"> •Design and standardize recruitment processes to maintain transparency and efficiency. •Define job descriptions, eligibility criteria, and hiring frameworks. •Ensure adherence to state recruitment and reservation policies. 	<ul style="list-style-type: none"> •Standardized recruitment process reducing hiring delays and inconsistencies. •Clearly defined job roles improving role clarity and expectations. •Compliance with government-mandated hiring practices.
III.	Performance Management & Employee Growth <ul style="list-style-type: none"> •Develop and monitor a structured Performance Management System (PMS). •Ensure appraisals are linked to promotions, training, and incentives. •Identify performance gaps and suggest improvement plans. 	<ul style="list-style-type: none"> •Performance-linked career growth framework improving employee motivation. •Data-driven insights guiding leadership decisions on promotions and training needs. •Performance gaps identified and addressed through targeted interventions.
IV.	Training & Capacity Building <ul style="list-style-type: none"> •Design and oversee training programs, including onboarding and skill enhancement. •Align training content with project objectives and competency gaps. •Implement impact assessment for continuous learning improvements. 	<ul style="list-style-type: none"> •Structured training programs leading to increased workforce efficiency. •Skill gaps identified and addressed through targeted training modules. •Measurable improvements in employee capabilities.
V.	Legal Compliance & Policy Enforcement <ul style="list-style-type: none"> •Monitor compliance with labor laws, EPF, insurance policies, and employment guidelines. •Oversee grievance redressal mechanisms and RTI responses. •Implement and monitor POSH guidelines to maintain a safe workplace. 	<ul style="list-style-type: none"> •Zero compliance violations through proactive policy enforcement. •Efficient grievance resolution, improving workplace harmony. •Safe and inclusive work environment ensured via POSH adherence.
VI.	HR Analytics & Workforce Planning <ul style="list-style-type: none"> •Analyze recruitment, attrition, and performance data for decision-making. •Provide workforce planning reports to project leadership and funding agencies. •Optimize staffing structures based on analytics-driven insights. 	<ul style="list-style-type: none"> •Data-backed workforce planning reducing staffing inefficiencies. •HR reports on enhancing project-level decision-making. •Optimized staffing structures improving project execution efficiency.
VII.	Compensation & Benefits Oversight <ul style="list-style-type: none"> •Monitor payroll systems, incentive structures, and employee benefits compliance. 	<ul style="list-style-type: none"> •Payroll processed efficiently with no discrepancies. •Fair and competitive compensation

	<ul style="list-style-type: none"> •Ensure competitive and fair compensation policies. •Periodically review benefits structures to enhance employee satisfaction. 	<p>ensuring employee retention.</p> <ul style="list-style-type: none"> •Employee benefits are optimized to enhance job satisfaction.
VIII.	<p>Employee Engagement & Organizational Development</p> <ul style="list-style-type: none"> •Foster a positive work culture through engagement programs. •Oversee conflict resolution and maintain structured grievance redressal mechanisms. •Strengthen HR communication channels for transparency and trust. 	<ul style="list-style-type: none"> • Improved employee morale and reduced workplace conflicts. • Enhanced grievance handling, leading to better workforce relations. • Increased employee trust through structured HR communication.
3.	<p>REPORTING AND REVIEW</p> <ul style="list-style-type: none"> • Reports directly to the Project Director. • Supervises the Program Officer - Human Resource (PO-HR). 	
4.	<p>EDUCATIONAL QUALIFICATION AND EXPERIENCE</p>	
	i)	Full Time Post Graduate Degree or Full Time Post Graduate Diploma in Human Resource Management/ MBA HRM / MBA in Personnel Management from a recognized academic institution of national or international repute
	iii)	7 years of post-qualification working experience of managing Human Resources in large scale projects..
	iv)	Fluency in spoken and written Tamil & good knowledge in English is desirable.
5.	<p>Skills</p> <ul style="list-style-type: none"> •Experience of working in externally-aided Projects, its processes and HR management system. •Experience of working in Government System and thorough knowledge of its HR functioning. •Recruitment experience in managing project-based hiring. •Experience as HR in World bank funded project. 	
6.	<p>Remuneration</p>	
	i)	The remuneration for the incumbent would be of Rs 75,000/- 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.
	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

13. Program Officer - Contract Management.		
1. BASIC DETAILS		
Language Required /preferred	Tamil & English	
Duration of Contract	12 months (Renewable subject to performance)	
2.	OBJECTIVES AND SCOPE	
	To design, implement, and monitor contract management systems and ensure compliance with performance standards to achieve the RIGHTS project's goals of inclusion, accessibility, and opportunities for differently abled persons.	
SR.NO	Scope of Work	Key Deliverables
I.	Contract Execution & Compliance <ul style="list-style-type: none"> • Preparation of Contract documents, contractual terms, service-level agreements (SLAs) to address specific requirements. • Oversee the implementation of contracts post award, ensuring compliance with legal, financial, and operational obligations. • Ensure adherence to contractual terms, service level agreements (SLAs), and World Bank guidelines. • Address deviations from contract terms, working with relevant stakeholders to implement corrective actions. 	<ul style="list-style-type: none"> • Contracts executed as per agreed terms, ensuring timely delivery service. • Compliance with World Bank, legal, and financial requirements maintained. • Issues in contract execution identified and rectified proactively.
II.	Vendor Performance Monitoring & Risk Management <ul style="list-style-type: none"> • Develop and implement a system for tracking vendor performance based on Key Performance Indicators (KPIs). • Conduct periodic contract reviews to assess vendor adherence to timelines, budgets, and quality standards. • Identify risks, analyze contract performance gaps, and recommend necessary corrective actions. 	<ul style="list-style-type: none"> • A structured vendor performance tracking system in place. • Regular contract reviews to ensure service quality and adherence to project deadlines. • Risks and performance gaps are addressed through data-driven corrective measures.
III.	Third-Party Validation & Field Monitoring <ul style="list-style-type: none"> • Oversee third-party audits and validation to assess service quality and contract compliance. • Conduct field visits to monitor contract execution, gather beneficiary feedback, and verify deliverables. • Report non-conformities and service gaps, ensuring corrective actions in coordination with stakeholders. 	<ul style="list-style-type: none"> • Independent validation to ensure contractual obligations are met. • Field assessments to provide real-time insights into service delivery effectiveness. • Non-compliance issues are documented, escalated, and addressed.
IV.	Financial Oversight & Post-Procurement Compliance <ul style="list-style-type: none"> • Monitor vendor payment schedules, penalties, and performance-based incentives in line with contract terms. • Maintain audit-ready financial documentation, ensuring accurate contract-related disbursements. • Ensure post-award contract execution aligns with fiduciary and post-procurement review requirements. 	<ul style="list-style-type: none"> • Vendor payments processed as per contract terms, ensuring financial accountability. • All financial transactions are audit-compliant and well-documented. • Adherence to World Bank fiduciary and post-procurement review standards maintained.

V.	MIS Integration & Reporting <ul style="list-style-type: none"> •Develop contract management guidelines and reporting formats integrated with the project's MIS. •Ensure timely collection and analysis of contract-related data, generating insights for project leadership. •Prepare structured audit and compliance reports for internal and external evaluations. 	<ul style="list-style-type: none"> •A robust MIS system supporting contract tracking and reporting. •Structured reports to facilitate data-driven decision-making. •Compliance and audit reports prepared on time with necessary documentation.
VI.	Stakeholder Coordination & Contract Advisory <ul style="list-style-type: none"> •Engage with government agencies, service providers, and project teams to ensure smooth contract implementation. •Provide technical advisory support to line departments, assisting in contract execution improvements. •Recommend contract modifications based on performance insights, supporting project goals. 	<ul style="list-style-type: none"> •Strong coordination to ensure efficient contract execution with minimal disputes. •Advisory inputs to help optimize contract performance and service delivery. •Insights to contribute to the refinement of contract structures and future planning.
VII.	Audit, Documentation & Knowledge Management <ul style="list-style-type: none"> •Prepare and submit monthly, quarterly, and annual contract reports. •Ensure all contract-related compliance documentation is up-to-date and audit-ready. •Document lessons learned and best practices to refine future contracts and procurement strategies. 	<ul style="list-style-type: none"> •All required reports are submitted on schedule, supporting transparency and compliance. •Well-maintained documentation to facilitate seamless audits and evaluations. •Lessons learned drive continuous improvement in contract execution.
3.	REPORTING AND REVIEW <ul style="list-style-type: none"> • Reports directly to the Project Director. • Supervises the Program Officer - Human Resource (PO-HR). 	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	i)	Postgraduate degree in Engineering, Law, Procurement, Finance, Business, or related fields.
	iii)	•Demonstrated experience of at least 5 years working State Government agencies or public sector organization such as PSUs;
	iv)	•Demonstrated experience of at least 3- 5 years working in contract management and or procurement preferably in World Bank assisted project or external aided project, State Government agencies or public sector organization such as PSUs
5.		Skills: Proficiency in MS Office, contract compliance, and stakeholder coordination.
6.		Remuneration
	i)	The remuneration for the incumbent would be of Rs 75,000/- 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-600005 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.
	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