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

01. 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** • 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.	• 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** • 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.	• 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** •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.	•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 •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.	•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** •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.	•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** •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.	•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** •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.	•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**	
	• 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

	ii)	Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**

2. Program Officer – Convergence			
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 Convergence activities to achieve the development objectives ofthe RIGHTS project. He/she will in particular be responsible for the Convergencecomponents of projects. • Convergence and multi-sectoral framework is one of the core components ofthe 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 thatthe 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 manydepartments, both State and Central teams, to work towards disability inclusion in all of their ongoing activities and programs.
	ii)	As a consultant, the incumbent needs to be creative in establishing disability inclusion based relationship with as many line departments as possible, developing pathways of convergence through policies, programmes and field activities.
	iii)	The consultant, in effect, will serve towards channelling the needs of persons with disabilities with respective line departments, addressing system gaps towards overall inclusion of persons with disabilities.
	iv)	Align and harmonize internal and external information needs andrequirements of RIGHTS in coordination with other institution/s.
	v)	Any other relevant task as delegated by the Project Director or and/orother 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 contextwould 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 onan official tour as approved by PD or allowed to work from home by PD.The consultant may also be required to attend office on holidays as andwhen so desired by PD for disposal of urgent matters. **However, no extra remuneration will be paid for attending office on holidays.**

03. 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 ensurethe 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 toimprove 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 relatedstudies 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 preparationof project documents / reports, and liaise with World Bank Social Safeguards Specialists.
	viii)	Support the design, planning and development of criteria for maximizingthe outreach focusing to identify and include the most vulnerable amongthe 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 activitiesof other agencies.
	xiii)	Supports on-going reflection on the evaluation function within theRIGHTS and on the performance of DWDA-RIGHTS .
	xiv)	Organizes, coordinates and assists with the facilitation of learningevents 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 editsspecial 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 methodologiesare 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 correctionas a result of impact/process evaluations, and support execution/informabout 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 officialas 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 interventionsrelated 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 Tamilnadu would be desirable.
	iii)	Preference will be given to a candidate with above 10 years of experience in the government sector in the capacity not less than of a Tehsildar or equivalent associated with implementation of government projects at the field level.
	iii)	Understanding of monitoring and evaluation methodologies, survey execution, tools designing, data analysis, MIS design, IT based tools and techniques for application design, reporting, proposal writing etc.
	iv)	Strong computer skills and the ability to interpret data and construct models. Knowledge of advanced statistical packages like SPSS/ MS-Access etc would be desirable.
	v)	Demonstrated ability to engage in research and evaluation methodologies.
	vi)	Preference will be given to incumbents who have cleared the UPSC prelims/ mains.
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 officeon 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. 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 developmentof 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 acrosssectors 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 asper actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon CollegeCampus, Chennai-600 005 during the course of the contract period. This consultant may require travel as per Project requirements. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The consultant will have to attend 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 onholidays**

05. Senior Accountant		
	1. Basic Details	
	Language Required/preferred	English & Tamil
	Duration of Contract	12 months (Renewable subject to performance)
2.	**OBJECTIVES AND SCOPE**	
	Under the supervision of the Project Manager, the incumbent will be responsible for providing accounting and financial services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Recurring and Non – recurring components of projects. The incumbent will:	
I.	Support in Financial Management activities especially, Accounting related tasks pertaining to schemes/projects of RIGHTS project	
II.	Assist in finalizing the Charts of Accounts for the Project accounting at all levels. Developing and using spreadsheet applications to follow up on the grant accounts and prepare periodic financial reports.	
III.	Maintain and supervise all accounting records and bills. Manage cash balance and details of financial backlogs. Verify payments to ensure that all expenditures are authorized and recorded with all necessary supporting documentation.	
IV.	Prepare withdrawal applications for account replenishment, process payment orders etc. Prepare periodic financial statements for TN -RIGHTS. Ensure that the accounting system covers all the project activities and provide support to enable the systems upgradation to online/accrual accounting system whenever required. Support internal audit processes pertaining to schemes/projects of RIGHTS	
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

06. Post - Senior Administrative Support		
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.	
3	**REPORTING AND REVIEW**	
	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.	Any full-time Bachelor's Degree from a recognised University	
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, 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. 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 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	

07. System Assistant		
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 powerpoints or using spreadsheets to accomplish the needed tasks pertaining to schemes/projects implemented by RIGHTS.
	iv)	Undertake other relevant data or computer related tasks as necessary.
	v)	Any other relevant task as delegated by the staff of DWDA and/or other senior official/s as nominated by the PD/DWDA.
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 remunerationwill be paid for attending office on holidays**

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

8. Post Name - Subdivision Officer for Differently Abled - Centre Manager (One Stop Social Care Service Centre)

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 DDAWO, the incumbent will be responsible for centre-based activities of the OSC. • Subdivision Officer for Differently Abled responsible for managing centre operations and provides leadership in strategic and operational planning and will oversee the operations of the one-stop social care Service centre and rehabilitation activities of the subdivision. Subdivision Officer for Differently Abled ensures the proper implementation of the rehabilitation activities in Subdivision. • The Subdivision Officer for Differently Abled will be the head of the Sub Divisional OSC center and will oversee all the activities of the center. Subdivision Officer for Differently Abled ensures the regular smooth activities of the centre. • Subdivision Officer for Differently Abled preferably belongs to the same subdivision. The Subdivision Officer for Differently Abled is responsible for the following		
		• Carrying out all relevant tasks necessary for managing operations of the Centre with respect to implementation, management, and supervision • Coordinate with internal staff at subdivision level for effective and efficient delivery of services. • Coordinate and liaise with stakeholders, NGOs/ CBOs/ local agencies, and Government line departments for establishing linkages for expanding outreach, enhancing easy and quality delivery of services. • Reviewing reporting formats (operational & financial) for improved data management at all levels • Review and update the Centre records including beneficiary enrolment, progress, and achievements. • Keep a regular track of government/ non-government schemes/ facilities for DAPs and disseminate the information to beneficiaries. • Conduct mapping of beneficiaries in the respective area/ zone to identify the target group of beneficiaries and validate the details with government/ other authentic sources to prepare a master database of all such beneficiaries at sub-division level. • Prepare schedule for activities of the centre. • Ensure provision of various need-based services and resources for all differently abled (including all age groups) who need assistance for rehabilitation in one location.		

		• Monitor evaluation/ assessment and compliance issues and coordinate with rehabilitation specialists to do the needful. • Monitoring the progression of the DAPs in all aspects. • Coordinate and supervise the distribution of assistive devices for the welfare of DAPs. • Facilitate integrated rehabilitation support, assistance in early detection, prevention, education, and guidance in employment, social security, and Grievance redressal under one roof. • Coordinate and facilitate the training of internal staff of the Centre on relevant thematic areas pertaining to targeted beneficiaries. • Any other relevant task/ activity assigned by DPIU and DDAWO
3.	**REPORTING AND REVIEW**	
	The Subdivision Officer for Differently Abled – OSC will report to DDAWO of the District 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 Subdivision Officer for Differently Abled requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Subdivision Officer for Differently Abled should possess a valid full time master's degree in Social Work from UGC recognized University.
	ii)	3 years of post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services will be preferred.
	iii)	Demonstrated understanding of managing centre-based rehabilitation activities Preference will be given to Differently Abled Person and their family members
5.	**Skills Required**	
		• Creative, strategic, and analytical thinker with the ability to manage multiple tasks at one time. • Experienced in developing and managing budgets, hiring, and training, supervising, and assessing personnel/ objectives. • Must have strong interpersonal, written and oral communication skills in English and Tamil • Ability to work in teams and liaise well with others. • Knowledge of government acts/ principles and practices related to DAPs. • Computer proficiency with MS-Office applications, internet is a must. • Willing to travel to remote locations/ blocks/ areas within the Subdivision as and when required. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.

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 Subdivision Officer for Differently Abled will have to attend OSC on all working days unless on an official tour as approved by DDAWO. The Subdivision Officer for Differently Abled may also be required to attend office on holidays as and when so desired by PD/SPIU/DPIU for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**

9. Post Name - Case Manager and Rehabilitation Manager - One Stop Social Care Service Centre (Sub Division)

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 Sub Division Officer for Differently Abled, the incumbent will be responsible for the case management of all DAPs visiting the Sub Divisional OSC. • Case managers serve as patient advocates to support, guide and coordinate care for Differently abled person, families and caregivers as they navigate their rehabilitation and wellness journeys The Rehabilitation and Case Manager is responsible for the following.	
		• Reach out to each DAP reaching the Centre to assess their needs, appraise the situation, and listen to their concerns. • Develop a detailed individual plan of action to meet these needs, set goals, and find necessary resources to meet the goals. • Provide information to DAP/caretakers on beneficiary-oriented schemes and programs. • Assist DAPs/caretakers to access program and scheme welfare benefits by consolidating department-wise beneficiary-oriented schemes and programs, and follow up with concerned departments through DDAWO and district convergence committee. • Offer initial counseling for Differently abled Person in either individual or group settings else if found critical refer the case to Psychologist. • After identifying each case, refer to the appropriate rehabilitation specialists available at the Centre depending on the case assessment. • Consider personal and environmental factors while deciding for the proper treatment. • Ensure DAPs/caretakers easily lobby with all the other thematic specialists for their detailed assessment with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. • Coordinate with service provider NGOs at the Block OSC with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. • Consult with the Subdivision Officer for Differently Abled regarding any resource requirement if not available at the Centre. • Keep comprehensive records of DAP's progress throughout the process, including every call, and referral. • Maintain confidentiality, respect privacy, and preserve the DAP's routine and independence as much as possible.	

		• Stay in touch with DAPs post their case assessment to monitor the progress made as per the recommendation/s and record them for future reference. • Facilitate periodic (once every three months- on a fixed date) caretaker training with the thematic specialists, to explain to them on prognosis against the goal set, GRM, understanding developmental need perspective of caretakers, etc., • Support DAPs/caretakers in their Grievance Redressal process, capacity building, nurturing peer support groups, supporting with teleconference support, etc., • The rehabilitation cum Case manager may be the Grievance Redressal Officer (GRO) for the Subdivision level activities and works on resolving the issues raised from various levels. • Any other relevant task/ activity as assigned by Subdivision Officer for Differently Abled.
3.	**REPORTING AND REVIEW**	
	The Rehabilitation and Case Manager will report to Sub Division Officer for Differently Abled - OSC	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	The Rehabilitation and Case Manager requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Rehabilitation and Case Manager should possess a valid Master's degree in any rehabilitation science/master's degree in Physiotherapy/Occupational Therapy/ Speech Therapy/ Special education/ psychology.
	ii)	Preferably 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of case management and data collection with data analytics as an additional qualification

* Preference will be given to Differently Abled Person and their family members

5.	**Skills Required**	
	i)	• Knowledge of community resources and counseling/ social work practices with DAPs • Must possess strong communication and persuading skills and problem management strategies. • Capability to collect, record and analyze data. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.

		• Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in a variety of settings with culturally diverse families and communities. • Possess good documentation and listening skills. • Ability to work independently with strong sense of focus, task-oriented, fair, open personal qualities, clear sense of boundaries. • Good written, verbal communication, and report writing skills in English and Tamil. • Ability to work in teams and liaise well with others. • Should have an outstanding social rapport skill • Willing to travel to remote locations/ blocks/ areas within Sub Division as and when required.
6.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- 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 rehabilitation and Case Manager will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. The Rehabilitation and Case Manager may also be required to attend office on holidays as and when desired by PD/DPIU/SPIU/ other higher officials to dispose of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

10. Post Name - Audiologist cum Speech Language Pathologist - One Stop Social Care Service Centre

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 Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to Speech Therapy and Audiology. • Speech-language pathologists (SLPs), often called speech therapists, assess speech, language, cognitive-communication, and oral/feeding/swallowing skills. This lets them identify a problem and the best way to treat it. • Audiologists evaluate, diagnose, treat, and manage hearing loss and balance disorders in individuals of all ages from infants and teens to adults and the elderly. The Audiologist cum Speech Language Pathologist is responsible for the following.	
		• Identify DAP's developmental speech and communication difficulties/ disorders after getting the case referred by Case Manager • Screening, diagnosing, assessing and treating language, voice, speech fluency, articulation, hearing and listening, swallowing, language and literacy skills, alternate and augmentative communication skills. • Devise, implement and revise relevant treatment programs. • Guide/ Advise carers on implementing treatment programs. • Monitor and evaluate DAP's progress and alter the treatment accordingly along with maintaining their track records. • Work with DAPs on one-to-one basis, and in groups, to deliver therapy. • Ensure confidentiality of DAP's case notes and reports, as well as any other private information which DAPs doesn't want to divulge. • Manage caseload taking account of priority cases, waiting lists, successful outcomes, referral and discharge of service users. • Coordinate and liaise with other appropriate external channels for expert advice/ guidance on any case as and when required. • Planning and delivering training sessions to DAPs as well as internal staff to help them diagnose/ understand the criticality of such cases and take necessary steps accordingly. • Train the caregivers in speech and hearing aspects. • Ensure proper record keeping like preparation and maintaining individual progress reports, activity logs, treatment plans, quarterly reports on the overall progress etc. • Responsible for the progression of speech and hearing-related issues of DAPs in the center. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently Abled • Need to deliver tele consultation for DAPs as per schedule. • Need to travel in Mobile unit for assessments and treatment. • Need to train the Block level team on Speech and hearing aspects	

3.	**REPORTING AND REVIEW**	
	Audiologist cum Speech Language Pathologist will report to Sub Division Officer for Differently Abled - OSC.	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	The Speech Language Pathologist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Audiologist cum Speech Language Pathologist should possess a Bachelor / Master in Audiology and Speech Language Pathology.
	ii)	Preferably 3 years Post-qualification for master's degree / 5 years Post-qualification for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Speech Therapy & Audiology Preference will be given to Differently Abled Person and their family members
5.	**Skills Required**	
	i)	• Capability to assess, evaluate and monitor the Speech and hearing aspects of the differently abled people. • Technically sound enough to design and develop customized need-based tests/ tools/ procedures for the respective DAPs. • Ensure adherence with National Occupational Service Delivery Standards • Candidate must be a good observant, patient, reliable and a good listener along with a desire to DAPs. • Must possess good documentation and reporting skills. • Excellent verbal and written communication in Tamil and English is required. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. Typing knowledge in Hindi would be preferred. • Ability to work in teams and liaise well with others • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- 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)	Audiologist cum Speech Language Pathologist will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. Audiologist cum Speech Language Pathologist may also be required to attend office on holidays or need to travewl on mobile unit as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

11. Post Name - Occupational Therapist- One Stop Social Care Service Centre

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 Subdivision Officer for Differently Abled, the incumbent will be responsible for the activities related to Occupational Therapy. • Occupational therapists uses the therapeutic techniques to improve, rehabilitate, or maintain DAP's motor skills and overall ability to perform everyday activities The Occupational Therapist is responsible for the following.		
	• Conducting physical and psychological assessments of DAPs and developing or following a treatment plan. • Assessing home and work environments of DAPs and deciding what adjustments are needed. • Advising on adaptive equipment to help DAPs with daily activities. • Developing physical rehabilitation programs to help DAP's regain lost skills. • Preparing DAP for a return to work. • Educating caregivers and family members of DAPs on patient care. • Evaluating results and progress of occupational therapy on DAPs. • Maintaining professional knowledge and the technical progress to provide DAPs with the best treatment program available. • Evaluating DAP's condition regarding physical and basic mental health. • Responsible for the progression of functional issues of DAPs in the centre. • Train the caregiver in activities of daily life • Responsible for guiding the rehabilitation specialist in Block OSC. • Need to deliver tele consultation for DAPs as per schedule. • Need to travel to different villages/areas in mobile u it for assessment and treatment plans as per schedule.		
3.	**REPORTING AND REVIEW**		
	The occupational Therapist will report to Subdivision Officer for Differently Abled - OSC.		
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**		
	The Occupational Therapist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Occupational Therapists should possess a valid Bachelor / Master's degree in occupational therapy from a recognised university.	
	ii)	Preferably 3 years post-qualification experience for Master's degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred	
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Occupational therapy. Preference will be given to Differently Abled Person and their family members.	

5.	**Skills Required**	
	i)	• Capability to assess, evaluate and monitor the functional aspects of the differently abled people. • Excellent interpersonal communication skills. • Ability to take care of clients with different personalities. • Ability to assess patient conditions and work with treatment plans. • Good computer skills in MS Office: Word, Excel and PPT • Able to read and write in Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- 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)	Occupational Therapists will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. The occupational Therapist may also be required to attend the office or travel in mobile unit on holidays as and when desired by PD/DPIU/SPIU/other higher officials for the disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

12. Post Name - Psychologist - One Stop Social Care Service Centre

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 Subdivision Officer for Differently Abled, the incumbent will be responsible for the well-being of DAPs related to psychological issues. • Psychologists can help people learn to cope with stressful situations, overcome addictions, manage their chronic illnesses, and tests and assessments that can help diagnose a condition or tell more about the way a person thinks, feels, and behaves The Psychologist is responsible for the following.	
		• Interact closely with identified DAPs and their family members to assess their individual concerned as well as to develop insight into themselves and their relationships. • Help DAPs and their family members to engage in purposeful activities or occupations to promote, regain or maintain health and well-being. • Help DAPs and their family members cope with their decline in overall health and assist them with specific disorders like depression/stress, as well as changes in ability or lifestyle, family struggles and other stressors. • Develop treatment plans based on individual needs to increase ability of beneficiaries to carry out activities or occupations independently, and with more confidence. • Collect information about DAPs and their family members through informal interviews, observations, and appropriate tests. • Communicate with the DAPs and their family members to retrieve information with a motive to get hold of the root cause of the problem. • Train the caregiver/Family members on counselling and positive mental health. • Ask about events and situations in the life of the DAPs to read the state of their mind. • Organize mental exercises/ games/ tasks to know the mental status of DAPs. • Listen to the issues of DAPs with patience. • Treat DAPs and their family members with dignity and respect • Counsel/ advise/ mentor DAPs and their family members on creating and maintaining coping mechanisms for late life stress. • Responsible for progression of mental health and mental wellbeing of DAPs in the centre • Conduct workshops/ activities in consultation with Subdivision Officer for Differently Abled to enable them to mingle with the surroundings and help them restore their comfort.	

		• Need to travel in mobile unit for psychological assessment of DAPs and their family members and provide counselling as when needed. • Need to deliver tele consultation for DAPs as per schedule. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently Abled.
3.	**REPORTING AND REVIEW**	
	The Psychologist will report to Subdivision Officer for Differently Abled - OSC.	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	The Psychologist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Psychologists should possess a valid full-time master's degree in Psychology (Counselling/Behavioural/Clinical) from UGC recognized University. Experience candidates who worked with DAPs will get preference.
	ii)	Minimum 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to counselling and psychology
	iv)	Candidate having certification from Rehabilitation Council of India would be given preference

* Preference will be given to Differently Abled Person and their family members

5.	**Skills Required**	
		• Technically sound on knowledge about human behaviour & performance, individual differences in ability, personality, and interests, learning and motivation, psychological research methods and the assessment and treatment of behavioural and affective disorders • Well verse with principles, methods and procedures for diagnosis, treatment, counseling, and guidance. • Candidate with knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures would be desirable. • Be able to combine pieces of information to form general rules or conclusions. • Must be a good listener and capable to identify and understand the ideas being presented by DAPs and their families. • Excellent verbal and written communication in Tamil and English is required. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required.
	ii)	Good computer skills in MS Office: Word, Excel, and PPT

	iii)	Good written and verbal communication skills and report writing skills in English and Tamil.
	iv)	Ability to work in teams and liaise well with others. Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- 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)	Psychologists must attend OSC on all working days unless on an official tour approved by Subdivision Officer for Differently Abled. The Psychologist may also be required to attend office or travel in mobile unit for assessments on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. **However, no extra remuneration for attending the office on holidays will be paid.**

13. Post Name - Special Educator - One Stop Social Care Service Centre

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 Subdivision Officer for the Differently Abled, the incumbent will be responsible for the activities related to Special Education for the differently abled. • Special educators develop Individualised Education Programs (IEPs) to set goals and track progress of person with special needs. Furthermore, special educators coordinate with other teachers and counsellors to prepare lessons and write reports. • They also regularly communicate with the parents of children about their child's progress. The Special Educator is responsible for the following.	
	I.	• Assess DAP's abilities and craft teaching plans. • Adapt learning materials to DAP's needs. • Keep track of and reflect on DAP's progress. • Monitor DAP's behavioural patterns and arrange appropriate interventions if needed. • Find engaging activities to teach skills (e.g., drawing and theatre drama) • Preparing the teaching modules for children attending the centre • Prepare DAPs for transition to the next grade/level. • Inform parents about their children's performance and potential problems. • Train the caregivers in special education aspects and activities of daily life for the DAPs attending the centre. • Collaborate with the other specialists (e.g., counsellors, and speech therapists) to create holistic intervention plans • Need to train the block team in special education aspects. • Need to deliver tele consultation as when needed. • Need to travel in mobile unit for assessment and treatment related to special education	
3.	**REPORTING AND REVIEW**		
	The Special Educator will report to Subdivision Officer for Differently Abled - OSC.		
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**		
	Special Educator requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Special Educators should possess a valid full-time Bachelors / master's degree in special education in Intellectual Disability from a UGC recognised University. The person should have live RCI (Rehabilitation Council of India) registration with a valid number.	
	ii)	Preferably 3 years post-qualification experience for Master degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for	

		persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education

* Preference will be given to Differently Abled Person and their family members

5.	**Skills Required**	
	i)	• Capability to assess, evaluate and monitor the Special Education aspects of the differently abled people. • Ability to counsel the caregiver/family members of DAPS on importance of Special Education • Able to read and write in Tamil and English • The candidate must be good, observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and a good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- 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)	Special Educators will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Special Educators may also be required to attend office or need to travel in the mobile unit for assessment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

14. Post Name - Optometrist/ Mobility Instructor - One Stop Social Care Service Centre

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 Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to eye testing and visual stimulation for the differently abled. • Optometrists diagnose and treat vision problems. They perform eye exams to identify any problems in your vision. Optometrists can prescribe many of the most common treatments you'll need to correct your vision, including, Eye glasses and Contact lenses. They can diagnose low vision and prescribe treatment for the same. • Mobility Instructor teach individuals with visual impairments to travel safely, confidently, and independently in their environment. The Optometrist/Mobility Instructor is responsible for the following.	
		• Examining Daps eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities. • Testing visual functions using specialised instruments and equipment for measuring visual acity and refractive error, the function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure. • Prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle. • Detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counselling DAPs and their families in eye exercises to coordinate movement, and focusing of eyes. • Detecting, diagnosing, and managing eye disease, including prescribing medications for the treatment of eye disease. • Consulting with and referring DAPs to Ophthalmologists if additional medical treatment is necessary in relating to eyes. • Advising on visual health matters such as contact lens care, vision care, optics, visual ergonomics, and occupational and industrial eye safety. • Provide instruction in orientation & mobility support to DAPs as referred by Case Manager using the standard methods and techniques. • Instruct DAPs on related subjects/ issues including but not limited to use of certified low vision, electronic mobility aids such as long canes, iindependent living services, vocational services, Braille, keyboarding and computer technology training, and orientation and mobility services. • Provide instruction/ guidance and mentor DAPs in problem solving techniques, direction finding and use of electronic devices for analyzing surroundings. • Orient DAPs to their physical environment through maximum development and utilization of their remaining senses • Conduct individual and/or group training in local surroundings of village/ block/ district. Instruction is to include, but not limited to the use of public transportation, public facilities, stairs, revolving entry gates to public places and other related obstructing features they may come across in daily life. • Prepare tactual and auditory maps and instruct beneficiaries in their proper use to help them identify and understand their localities.	

		• Evaluate beneficiary's functional, physical, and mental capabilities, as related to mobility and orientation. • Determine individual's need for physical conditioning. • Address and conduct workshops for interested beneficiaries as and when required. • Train the block team in eye-related issues and provide support services to the block team. • Need to deliver tele consultation when needed as per schedule. • Need to travel in mobile unit for assessment and needed treatment. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently abled.
3.	**REPORTING AND REVIEW**	
	The Optometrist/Mobility Instructor will report to Subdivision Officer for Differently Abled.	
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**	
	Optometrist/Mobility Instructor requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Optometrist/Mobility Instructors should possess a Bachelor / master's degree in optometry from a UGC recognized University.
	ii)	Preferably 3 years of post-qualification for Master's degree / 5 years Post-qualification for Bachelor degree experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education Preference will be given to Differently Abled Person and their family members
5.	**Skills Required**	
		• Capability to assess, evaluate and generate reports in eye testing aspects of the differently abled people. • Candidate must be a good observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Able to read and write Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- 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)	Optometrist/Mobility Instructors will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Optometrist/Mobility Instructor may also be required to attend office or travel in mobile unit for assessment and treatment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

15. Post Name - Physiotherapist - One Stop Social Care Service Centre

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 Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to Physiotherapy. Physiotherapists restore movement and function when someone is affected by injury, illness or disability through movement and exercise, manual therapy, education, and advice. The Physiotherapist is responsible for the following.		
	• To perform physiotherapeutic assessment of each DAP, referred by Case Manager with diverse and complex conditions, to provide a physiotherapy diagnosis and to develop and deliver a individual focused treatment • Responsible for planning and prioritizing the DAP's and prepare a plan of action to manage each case in timely and efficient manner. • Determine that beneficiary understands the treatment proposals to ensure valid patient consent. To understand and work within a legal framework with beneficiaries who lack the capacity to consent to treatment. • Actively participate in the in-service training programs. • Encourage DAPs in an active approach to regaining and maintaining independence. • To undertake an assessment of DAPs referred by Case Manager using clinical reasoning skills and manual assessment techniques to provide a physiotherapy diagnosis of their condition with a motive to enhance their mobility and independence. • Focus on rehabilitation with the goal of achieving appropriate quality of life. • Ensure that own practice meets the required professional standards of physiotherapy practice. • With appropriate support, to formulate prognosis and recommend best course of intervention, developing discharge plans. • To formulate and deliver individual and group physiotherapy treatment programme based upon knowledge of the evidence of the treatment options available. Ensure that there should not be any violation of physiotherapy standards. • To evaluate a patient's progress, re-assess and alter treatment programmes if required. • Guide and mentor, the DAPs regarding precautions to be taken as well as other requisites. • Ensure timely maintenance and cleanliness of all physiotherapy equipment's with the help of support staff. • Train the caregiver in Physiotherapy aspects • Need to deliver tele consultation for DAPs as per schedule. • Responsible for the progression of mobility-related issues of DAPs in the centre. • Responsible for guiding the rehabilitation specialist in Block OSC • Need to travel in mobile unit for assessment and treatment related to physiotherapy aspects. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently abled.		
3.	**REPORTING AND REVIEW**		
	The Physiotherapist will report to Sub Division Officer for Differently Abled - OSC.		
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**		
	The Physiotherapist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Physiotherapists should possess a valid Bachelor / Master's degree in Physiotherapy from a UGC recognized University.	

	ii)	Preferably 3 years post-qualification experience for Master degree / 5 years Post-qualification for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Physiotherapy

* Preference will be given to Differently Abled Person and their family members

5.	**Skills Required**	
		• Capability to assess, evaluate and monitor the physical and mobility aspects of the differently abled people • Knowledge and competency of safe use of all equipment and techniques related with Physiotherapy. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Responsible for own time management in planning case load to meet service and DAP's priorities. • Should have coordinating, crisis management, resource planning and project management skills • Efficient in case wise record keeping and must have appropriate communication and writing skills in English and Tamil • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- 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 Physiotherapist will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Physiotherapists may also be required to attend office or travel in mobile unit for assessments on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays.**

16. Post Name - Junior Administrative Support - One Stop Social Care Service Centre

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 Subdivision Officer for Differently Abled, the incumbent will be responsible for the front Desk of the OSC. • Main duty of Junior assistant is to assist the day-to-day clerical and administrative work of the centre. Junior Assistant is responsible for the following	
		• Responsible for daily registration of DAPs reaching centre for various purpose. • Collects the basic information of visitors and beneficiaries' details in the registers. • Daily reconciliation of number of DAPs and their caregivers receiving services in the centre. • Attend Phone calls and provide a proper response to the enquiry. • Receives application from DAPs for various schemes and issue the acknowledgment slip. • Provide guidance for DAPs to receive various services in the centre. • Provide general support to visitors. • Attend to the assigned work by the team. • Receive and send post	
3.	**REPORTING AND REVIEW**		
	Junior Assistant will report to Subdivision Officer for Differently Abled - OSC		
4.	**EDUCATIONAL QUALIFICATION AND EXPERIENCE**		
	Junior Assistant requires to ensure efficient operation of the office. Able to undertake a variety of office support related to disability.		
	i)	Any full time Under graduation degree from a UGC recognised University Possess a valid certificate in Type Writing (Higher in English and Tamil)	
	ii)	Preferably 2 years of experience in front desk / reception in any organization/hospital/company that is used to assist visitors and beneficiaries.	
	iii)	Able to work in MS office- Word, PPT and Excel. Preference will be given to Differently Abled Person and their family members	
5.	**Skills Required**		
	i)	• Capability to collect information and provide answers to the queries • Good written, verbal communication skill and report writing skill in both English and Tamil language. • Knowledge of maintaining records and registers • Willingness to learn new things. • Ability to work in teams and liaise well with others. • Should have a very good social rapport skill	

		• Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.15000/- 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)	Junior Assistant will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Junior Assistant may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending office on holidays**

RIGHTS Project: Inclusion, Accessibility & Opportunities for the Differently Abled in Tamil Nadu

TERMS OF REFERENCE FOR ENGAGEMENT OF

17. Multi-Purpose Worker- Sanitation and Security - One Stop Social Care Service Centre

1.	**BASIC DETAILS**		
	Duty Station	**:**	*One Stop Social Care Service Centre*
	No of Engagements	**:**	*94*
	Language Required/preferred	**:**	Tamil & English
	Duration of Contract	**:**	24 months (Renewable subject to performance)
	Reporting Officer	**:**	Centre Manager-OSC
	Multi-Purpose Worker- Sanitation and Security will be responsible for the following • Cleaning and hygiene maintenance of the OSC centre. • Responsible for the safety of all the OSC materials • Support in any other activities as assigned by the Centre Manager.		
2	**REPORTING AND REVIEW**		
	Administrative cum Accountant Assistant will report to Centre Manager – OSC.		
3	**REQUIRED QUALIFICATION AND EXPERIENCE**		
	i	Minimum of 10th or 12th pass	
	ii	Minimum of 1- 2 years' experience of providing multipurpose services preferably in school, collage, hospital, etc.,	

* Preference will be given to Differently Abled Person and their family members

4.	**Remuneration**	
	i)	The remuneration for the Administrative cum Accountant Assistant would be Rs.12,000 per month.

	ii)	Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**

18. Office Assistant

1.	**BASIC DETAILS**		
	Language Required/preferred	**:**	Tamil
	Duration of Contract	**:**	24 months (Renewable subject to performance)
2.	**OBJECTIVES AND SCOPE** Under the supervision of the Project Director, the incumbent will beresponsible for both indoor and outdoor office works, work assigned by officers and staff of the RIGHTS project. The incumbent will:		
i)	Responsible for office attendant work pertaining to the day-day operations of the State Project Management Unit of RIGHTS projects.		
ii)	Basic functional knowledge of office equipment such as photocopying,printing, fax etc., filing of documents as well handling pantry work.		
iii)	Carry out both indoor and outdoor office activities. Answer phone calls and direct callers to the appropriate party		
iv)	Monitor and manage inventory of office supplies; order and distribute office supplies as necessary. Coordinate and schedule appointments and meetings		
v)	Perform other administrative support tasks, including updating andsorting files, etc for the reporting manager.		
3.	**REPORTING AND REVIEW**		
	The Office Assistant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.		
	Administrative cum Accountant Assistant will report to Centre Manager – OSC.		
	REQUIRED QUALIFICATION AND EXPERIENCE		
	i	Minimum of 10th passed	
	ii	Experience of at least 2 years in similar work, preferably with National/ State Government and /or development organisation	

* Preference will be given to Differently Abled Person and their family members

4.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.12000/- 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)	Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**

19. Van Driver

1.	**BASIC DETAILS**		
	Language Required/preferred	**:**	Tamil
	Duration of Contract	**:**	24 months (Renewable subject to performance)
2	The Van driver will be responsible for the following • Support the OSC team for their community visit as per their schedule • Maintain the vehicle trip sheets of journey • Maintenance of the vehicle in good condition • Support the team during the camps by assisting DAPs/caretakers in their transportation wherever required • Any other relevant task as assigned by Centre manager -OSC/ DDAWO		
3	**REPORTING AND REVIEW**		
	The Van Driver shall report to the Centre Manager-OSC		
4	**REQUIRED QUALIFICATION AND EXPERIENCE**		
	i	10^{th} or 12^{th} pass	
	ii	Has a valid driving license (LMV or HMV with badge)	
	iii	Minimum of 2 years' experience in driving vehicle with preference to school bus, collage bus, hospital van, etc.,	

* Preference will be given to person belonging to DAP family

5.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.30,000/- 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 Van Driver will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Van Driver may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**

20. Van Helper

1.	**BASIC DETAILS**		
	Language Required/preferred	**:**	Tamil
	Duration of Contract	**:**	24 months (Renewable subject to performance)
2	The Van Helper will be responsible for the following • Cleaning and maintenance of the vehicle in good condition. • Support during the camps by assisting DAPs/caretakers in their transportation wherever required • Any other relevant task as assigned by Centre manager -OSC/ DDAWO		
3	**REPORTING AND REVIEW**		
	The Van Helper shall report to the Van Driver/Centre Manager-OSC		
4	**REQUIRED QUALIFICATION AND EXPERIENCE**		
	i)	10^{th} 0r 12^{th} passed	
	ii)	Minimum of 1 years' experience as helper/cleaner in vehicle such as school bus, collage bus, hospital van, etc.,	

* Preference will be given to person belonging to DAP family

5.	**Remuneration**	
	i)	·The remuneration for the incumbent would be a maximum of Rs.12000/- 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 Van Helper will have to attend OSC on all working day. Van Helper may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. **However, no extra remuneration will be paid for attending the office on holidays**