



**State Commissionerate for Welfare of the Differently Abled,
No.5, Kamarajar Salai, Lady Wellington College Campus,
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Notification No. 11629/Ad1.1/2021

Date:07.02.2023

DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS GOVERNMENT OF TAMIL NADU																
<i>RIGHTS Project : Inclusion, Accessibility & Opportunities for the Differently Abled in Tamil Nadu</i>																
TERMS OF REFERENCE FOR ENGAGEMENT OF <i>District Program Officer – Training (DPO-T)</i>																
1	BASIC DETAILS															
	<table border="1"><tr><td>Duty Station</td><td>:</td><td>One of the selected district as per project plan</td></tr><tr><td>Language Required/preferred</td><td>:</td><td>Tamil & English</td></tr><tr><td>No.of engagements</td><td></td><td>10</td></tr><tr><td>Duration of Contract</td><td>:</td><td>12 months (Renewable subject to performance)</td></tr><tr><td>Reporting Officer</td><td>:</td><td>District Differently Abled Welfare Officer(DDAWO)</td></tr></table>	Duty Station	:	One of the selected district as per project plan	Language Required/preferred	:	Tamil & English	No.of engagements		10	Duration of Contract	:	12 months (Renewable subject to performance)	Reporting Officer	:	District Differently Abled Welfare Officer(DDAWO)
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2	BACKGROUND															
i.	<p>As per the Census (2011), Tamil Nadu is the sixth most populous state in India with a population of 72 million, which includes the proportion (1.63 percent) of persons with disabilities compared to national average of 2.21 percent. A study that used pooled data from the District Level Household Survey-4 (2012-13) and Annual Health Survey 2nd updation round (2012-13) reveals that there are 4550 persons with disabilities amongst every 100,000 population in Tamil Nadu thereby indicating a much higher prevalence of disability in comparison to the census data. Therefore, if one goes by the estimates of this recent study, there would be about 3.2 million people in Tamil Nadu living with some form of disabilities. Moreover, even these estimations appear on the lower side especially since the definition and type of disabilities has undergone a change to include a larger population group since the promulgation of Rights of Persons with Disabilities Act,</p>															

		2016
	ii.	Persons with disabilities face multiple socio economic constraints including poorer health outcomes, lower education levels, limited economic participation, and higher rates of poverty compared to persons without disabilities. They often experience exclusion and barriers in accessing health services, education, employment, transportation, information as well as care and rehabilitation services. Furthermore, households with a disabled member are more likely to experience material hardships—including food insecurity, poor housing, lack of access to safe water and sanitation, and inadequate access to healthcare. Thus, these limitations and barriers not only hinder their full and effective participation in the society, but also affect the country’s productive potential, the human capital. In order to increase the human capital and reduce the achievement gap among people with disabilities, a coordinated and comprehensive package of interventions appears warranted for addressing the individual and community contexts at both, multiple and systemic levels.
	iii.	Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The Department for the Welfare of the Differently Abled Persons (DWDAP), through its various initiatives and schemes have extended full support to the differently abled people in their pursuit of full and equal involvement in every aspect of society. The DWDAP is largely responsible for all administrative, statutory and service delivery functions, which is implemented through its well experienced workforce at the state, district and local levels. The thrust areas of the DWDAP are: prevention and early interventions, special education, employment & vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids & appliances, and barrier free structure. Recently, DWDAP conducted a pilot project in a few blocks of the state and has identified a need for multi-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.
	iv.	The RIGHTS Project focuses on three pillars: first, promote <u>inclusion</u> of all by ensuring that persons with disabilities participate equally with others in any activity and service intended for the general public, such as education, health, employment, and social services; second, improve the <u>access</u> of specialized programs by investing in specific measures for quality care,

		rehabilitation and support services; and third, provide opportunities for persons with disabilities for completion of education, skills training and market-linked employment opportunities. However, to manage the project at the proposed scale, substantial efforts would be required to build the current institutional capacity of the DWDA at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with self-sustaining capacity.
	v.	The Project would be managed by the Directorate for Welfare of the Differently Abled (DWDA), led by the Project Director (PD) RIGHTS project cum Director DWDA, hereinafter also referred as PD, and would have a team of consultants. Currently, DWDA has a district level office set up at the district level headed by the District Differently Abled Welfare Officer(DDAWO).
	vi.	In order to provide the overall process coordination of successful delivery of training and capacity building related services, the DDAWO (district level) for its RIGHTS Project, is seeking an interested and qualified person to be engaged as the of District Program Officer-Training (DPO-T) hereinafter also referred as 'Consultant' to assist the District Differently Abled Welfare Officer during the implementation of the RIGHTS PROJECT.
3	OBJECTIVES AND SCOPE	
	Under the direct supervision of the District Differently Abled Welfare Officer , the incumbent will be responsible for successful delivery of training related services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the training and capacity building components of projects. The incumbent will:	
	i)	Support the training needs assessment of RIGHTS staff, associated NGOs/CBOs and/or other stakeholders.
	ii)	Support identification of knowledge and capacity gaps for all institutional levels of RIGHTS project.
	iii)	Support RIGHTS to develop training and capacity building plans and maintain a training calendar.
	iv)	Be the capacity building point person for development and management of cadres through Master Trainings, ToTs and various levels of training activities.
	v)	Undertake any other relevant task as delegated by the DDAWO RIGHTS and/or other officials nominated by the DDAWO
4	REPORTING AND REVIEW	
	The consultant will report to the District Differently Abled Welfare Officer or	

	other official as assigned by the District Differently Abled Welfare Officer and work under his/her direct supervision on a day-to-day basis.
5	EDUCATIONAL QUALIFICATION AND EXPERIENCE
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with pragmatic interventions related to persons with disabilities.
i.	Full-time UG/PG in social policy/work, rural development, development studies, public policy, public administration or any other relevant discipline from a reputed university preferred.
ii.	3-5 years of experience in working with National/State Govt. and/or development/donor/similar organization/s with direct experience of working on programs for empowerment of persons with disabilities. Experience of working in Training, IEC activities and Research related projects in Tamilnadu would be desirable.
iii.	Demonstrated understanding of social issues, especially important aspects of training and capacity building undertaken to empower persons with disabilities.
iv.	Demonstrated ability/experience in Training and IEC in similar projects.
v.	Fluency in spoken and written Tamil and English.
6	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
7	Remuneration
i)	The remuneration for the incumbent would be Rs.40,000 per month . Only travel expenses will be paid as per actuals. The consultant will be located at the DDAWO of selected District, as per project plan during the course of the contracted period. This engagement may require travel as per Project requirements.
ii)	The incumbent will have to attend office at DDAWO of selected districts on all working days unless he/she is on official tour as approved by DDAWO or allowed to work from home by DDAWO of selected districts. He/She may also be required to attend office on holidays as and when so desired by DDAWO of selected districts for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

8	APPLICATION PROCEDURE	
	i)	Potential candidates having significant experience in similar assignments may submit their detailed CV with a cover letter. The CV should be based on the fact that the candidate will have to substantiate with original documents during the selection process, failing which their candidature will be rejected. The initial period of the contract shall be 12 months with the possibility of further extension subject to the performance of selected candidates, availability of funds and requirement of Project.
	ii)	Potential candidates may submit their detailed CV with a cover letter through email addressed to: Project Director - RIGHTS Project cum Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.E-Mail: CC to recruitment.tnpwdrights@gmail.com with the subject line: RIGHTS: District Program Officer – Training - 2022.
Hard-copy of the application may be sent to:		
Project Director-RIGHTS Project cum Director, Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.		
Application Link	https://docs.google.com/forms/d/e/1FAIpQLSfpeFgUFnYsI8IQp3_cxJ37eNnGDcCGDeNgx8C-4tKNp10YoQ/viewform	
LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 25.02.2023		

Annexure I

**COMMISSIONERATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS
GOVERNMENT OF TAMIL NADU**

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

FOR OFFICE USE ONLY

DATE OF RECEIPT:

APPLICATION NO:

Application for the post District Program Officer –Training

S. No	Details	
1	Name	
2	Age as on 01.11.2022	
3	Date of Birth	
4	Gender	
5	Father's Name	
6	PWD Candidate (Yes/No)	
7	Primary Mobile number	
8	Alternate Mobile number	
9	E-mail	
10	Total Years of Experience	
11	Address for communication	
12	Permanent address	

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks/ CGPA	Institution	Full time/Correspondence	Board / University
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree					
	Full time degree or equivalent Post Graduate Degree					
	Certifications, if any					
	Other qualifications					
14	Language skills					
		To speak	To read	To write		
	English					
	Tamil					
	Others:1 -					
	Others:2 -					
	Others:3 -					

15	Work experience					
	Name of the organization	Designation	From	To	Full Time/Part-Time	CTC (In Lakhs)
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extraordinary achievements, if any, in the previous responsibilities						

Terms and Conditions:

a) I have read and understood all the terms and conditions mentioned in the notification.

b) All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.

c) I will submit all certificates as and when requested by CWDA. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by CWDA.

Recent passport size colour photograph	Signature of the applicant
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Date:	Place:
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