

Government of Rajasthan
Rural Development Department
Project :- Rajasthan Grameen Aajivika Vikas Parishad
3rd Floor, Udyog Bhawan, C-Scheme, Jaipur – 302005, Tel : 0141-4259909

F-13(2)IB/PWD/Part –II/ 31943-44

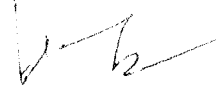
Date :

26/04/2016

EOI INVITATION

Rajasthan Grameen Aajivika Vikas Parishad (RGAVP) intends to outsource the services of consultant for Disability for six months as per ToR.

EOI and ToR details can be downloaded from our website www.rgavp.org . Proposals must be submitted not later than 6:00 PM on May 16, 2016.



GM(Procurement)
RGAVP

Rajasthan Grameen Aajeevika Vikas Parishad

(3rd Floor, RFC-Block, Udyog Bhawan, C-Scheme, Jaipur) Phone Nos. 2227011, 2227416, 5188112, Fax No. 2227723

F. 13 (2) IB/PWD - Para-71/31943-44

Date: - 26/04/2016

Invitation for expression of interest for hiring consultant – Disability in RGAVP

1. Context

The Government of Rajasthan is implementing the Rural Livelihood Project (RRLP) NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org

RGAVP focuses on inclusion of poorest of poor, most vulnerable including People with Disability in to the entire projects by organising PwD in to SHGs and link them with required credit and working capital support to enhance their livelihoods. The main facet of the mission is to ensure income and employment security to poor women and their households. Therefore, RGAVP intends to hire a short term consultant to coordinate the Disability related work at State level.


2. Eligibility criteria for the consultants

RGAVP invites eligible consultants to indicate their interest in providing the services. Interested candidates should provide information on their eligibility/required qualifications and relevant experience to perform the same services.

The Short Listing Criterion is as Follows: Consultant- Disability

- Qualification: Post Graduate with minimum of 5 years or more work experience in the social/rural development field with at least 2 yrs intense experience in disability sector.
- Must have knowledge of disability law and legislation of India and an understanding of United Nations Conventions for Rights of Persons with Disabilities (UNCRPD)
- Must have sound knowledge of the working pattern of Panchayati Raj Institutions.
- Must be knowledgeable about various national schemes for Persons with Disabilities (PwDs) as well as all other development schemes of Govt. Knowledge on state specific schemes for PwDs would be added advantage
- Provide appropriate and continuing education inputs to the team and provide up to date information and best practice advice about the PwDs and any related assistance
- Assist in preparing strategies for livelihoods as per local conditions, including implementation of best practice and transfer of technology
- Initiate research and development for livelihood promotion of PwDs
- Support to develop workplace policies and practices that are inclusive of PwDs.

- Forwarding job vacancies directly to the project areas so they can put forward appropriate candidates with disability
 - Monitor, document and report district-wise progress toward meeting outcomes
 - Coordinate communications with other service agencies to ensure district-wise planned outcomes are met.
 - Manage and implement program budgets and provide input for budget development. Ensure programs stay within allocated budget; follow policies and procedures for procurement.
 - To initiate a State Wide Network of DPOs, the function of which will be to help Co-ordinate efforts of the various Government Department, NGOs, Banks etc. that are involved in mobilizing and forming DPOs.
 - Promote awareness of programs and services available to PwDs and advocates on their behalf.
 - The consultant will provide key backstopping and technical assistance to the RGAVP district team to operationalize and monitor the plan for supporting PWD in selected locations.
3. Further information can be obtained from the address mentioned below during office hours.
 4. Expression of interest with Terms of Reference given at the website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as **“Expression of Interest for “Consultant Disability”** as the case may be till May 16, 2016, 6.00 pm
 5. The submission can be made during office hours as all working days i.e Monday to Friday to the undersigned .



(Jaipal Singh Kaushik)
Chief Operating Manager

Mailing Address:

Chief Operating Manager,
Rajasthan Grameen Aajeevika Vikas Parishad ,
1st Floor ,RFC Block , Udhog Bhawan , Tilak Marg , C-Scheme ,Jaipur Rajasthan
Phone: 2227011,2227416,Fax:2227723, email:rajeevika@rgavp.org.

Final

ToR for engaging State Coordinator (Disability) in RGAVP

Summary of the Assignment:

Name of the Assignment	Consultant : State Coordinator (Disability)
Level of posting	State level
Qualification & Experience	<p>Educational Qualification</p> <p>Post graduate degree or equivalent in Social Work / Disability Studies / Development Studies / MBA in Rural Management / MBA in Development Communication from institutes / universities of repute in India or abroad (in case of abroad, the degree must be recognized by UGC)</p> <p>Knowledge & Experience</p> <ol style="list-style-type: none">1) The candidate must have 5 yrs or more of work experience in the social/rural development field with at least 2 yrs intense experience in disability sector.2) Must have knowledge of disability law and legislation of India and an understanding of United Nations Conventions for Rights of Persons with Disabilities (UNCRPD)3) Must have sound knowledge of the working pattern of Panchayati Raj Institutions.4) Must be knowledgeable about various national schemes for Persons with Disabilities (PwDs) as well as all other development schemes of Gol. Knowledge on state specific schemes for PwDs would be added advantage
Honorarium (Rs.)	Rs. 32,500 per month Taxes as applicable will have to be borne by the Consultant. TA/DA would be as per RGAVP norms.
Duration	Six Months
Job Description	Consultant will provide coordination, support, training to district team to bring People with disability (PWD) in to RGAVP fold. Consultant will ensure implementation of policy and plan designed for PWD.

Job Profile of State Coordinator (Disability)

- 1) Provide appropriate and continuing education inputs to the team
- 2) Provide up to date information and best practice advice about the PwDs and any related assistance
- 3) Assist in preparing strategies for livelihoods as per local conditions, including implementation of best practice and transfer of technology

- 4) Initiate research and development for livelihood promotion of PwDs
- 5) Support in developing job vacancies within the organization as well as external agencies for PwDs
- 6) Support to develop workplace policies and practices that are inclusive of PwDs, for example reasonable adjustment to accommodate employees with disability in the workplace
- 7) Forwarding job vacancies directly to the project areas so they can put forward appropriate candidates with disability
- 8) Facilitates the planning, development and implementation of PwD-centered plans across the State
- 9) Coordinate and participate in State level plans and meetings of other line departments to ensure convergence
- 10) Monitor, document and report district-wise progress toward meeting outcomes
- 11) Coordinate communications with other service agencies to ensure district-wise planned outcomes are met.
- 12) Develop Quality Assurance plans to monitor the implementation of each program in the district related to disability.
- 13) Manage personnel by interviewing, hiring, evaluating, supervising, and helping to develop the most qualified individuals to work as direct support professionals.
- 14) Manage and implement program budgets and provide input for budget development. Ensure programs stay within allocated budget; follow policies and procedures for procurement.
- 15) To initiate a State Wide Network of DPOs, the function of which will be to help Co-ordinate efforts of the various Government Department, NGOs, Banks etc. that are involved in mobilizing and forming DPOs.
- 16) Promote awareness of programs and services available to PwDs and advocates on their behalf.
- 17) Ensure maintenance and up keep of appropriate database of individual PwDs across the State and generate exceptional reports as may be required.
- 18) Develop ongoing mutually beneficial relationships with potential employers, assist in providing employers with competent and capable disabled applicants and provide informational support and follow-up services to employers who employ PwDs.
- 19) The consultant will provide key backstopping and technical assistance to the RGAVP district team to operationalize and monitor the plan for supporting PWD in selected locations.

Reporting:

- Weekly/ periodic and Monthly reporting is mandatory
- Reporting or work in close coordination with Senior Specialist Livelihood, Project Director and State Mission Director, RGAVP

Essentials for State Coordinator (Disability)

Educational Qualification

Post graduate degree or equivalent in Social Work / Disability Studies / Development Studies / MBA in Rural Management / MBA in Development Communication from institutes / universities of repute in India or abroad (in case of abroad, the degree must be recognized by UGC)

Knowledge & Experience

- 1) The candidate must have 5 yrs or more of work experience in the social/rural development field with at least 2 yrs intense experience in disability sector.
- 2) Must have knowledge of disability law and legislation of India and an understanding of United Nations Conventions for Rights of Persons with Disabilities (UNCRPD)
- 3) Must have sound knowledge of the working pattern of Panchayati Raj Institutions.
- 4) Must be knowledgeable about various national schemes for Persons with Disabilities (PwDs) as well as all other development schemes of GoI. Knowledge on state specific schemes for PwDs would be added advantage

Skills

The candidate should have;

- 1) Excellent coordination and liasoning skill – the candidate will be require to coordinate with various departments at the state level in order to usher and facilitate entitlements of PwDs
- 2) Training and Capacity Building - the candidate is expected to train cadre of master trainers (based on the module that would be developed) for scaling up of PwD inclusion in other districts of Rajasthan
- 3) Writing skill – the candidate is expected to generate multiple reports including documentation of case studies. S/he should be able to contribute disability related articles in the internal journal of RGAVP as well as in the national level journals of NRLM and similar such organizations. The candidate is also expected to prepare monthly / quarterly / half yearly / annual report on disability in accordance with RGAVP norms and procedures.
- 4) Interpersonal skills – the candidate must have excellent interpersonal relationship and capacity to work with team as member.
- 5) Leadership – the role demands leadership quality of high order since s/he would be required to work with senior level government officials, international agencies on one hand and at the district, block and community level on the other. S/he should be assertive and able to convey his/her thoughts clearly without ambiguity.
- 6) Decision Making – the candidate will be working with a small supportive staff at the state level and may have to take project related decisions within the framework of RGAVP. Ability to understand and take the decision at the right time would be one of the most crucial of her/his decision making skill.

- 7) Mentoring skill – the project would be implemented jointly by the NGOs, block officials and the community. Mentoring of each of these levels of organizations would require to be done from time to time.
- 8) Communication skill – the candidate must be fluent in reading, writing and speaking in Hindi, English. Knowledge of local dialect of Rajasthan would be added advantage.

Personality and Attitude

- 1) The candidate must be pleasant and approachable
- 2) Should be able to get along with all other colleagues in the state office and involve them fully into the project giving due respect to their specialization
- 3) Should have a positive attitude and believe in optimism
- 4) Should be strong believer of diversity and have full respect to the broader concept of gender equity
- 5) Should have risk taking behavior and ready to take initiatives