

**Terms of Reference (ToR) for appointment of a
Consultant for Special Children Vertical as a strategic adviser of Gujarat CSR Authority**

Introduction:

Gujarat CSR Authority has been established under the administrative control of the Industries and Mines Department (IMD), Government of Gujarat for the purpose of supporting & facilitating CSR initiatives of various companies. The Government of Gujarat, with a view to optimally utilise the CSR funds of public & private sector companies for the welfare of the state, set up the Gujarat CSR Authority. GCSRA is created to support and facilitate CSR initiatives of companies under administrative control of Industries and Mines Department in April, 2015.

With the objective to cater the resources at single platform and to implement large size CSR projects, GCSRA has created seven sector-specific funds for companies to effectively and meaningfully manage their CSR obligations. The Special Needs and Disability sector is one of the core vertical of Gujarat CSR Authority. The term Special Needs and Disability include physical, sensory, and cognitive or developmental disabilities and learning difficulties like Dysgraphai, autism, Down syndrome, dyslexia, blindness, ADHD etc.

Accordingly, GCSRA intends to appoint a Consultant for Gujarat CSR Authority in the state for a period of 6 months. The Consultant will support Gujarat CSR Authority office in the technical support of the GCSRA's different projects for children and adults with special needs and disability. The role will entail audit, review and assessment of the ongoing projects and making necessary recommendations for their successful implementation. The role will also involve designing the necessary processes for new projects in consultation with stakeholders.

Brief Roles and Responsibilities:

- Prepare policy and frameworks for GCSRA's Special Needs and Disability vertical considering the global status and national level scenario of the sector;
- Prepare guidelines for identification of the organisations in the Special Needs and Disability vertical.
- Support GCSRA in designing and executing the new project ideas in education, pre-vocational and vocational skills training programmes for children and adults with special needs and disability.
- Regular field visits of the projects implemented by GCSRA in Special Needs and Disability vertical. Minimum two visits per month;
- Design the curriculum and project implementation plan for existing and future projects of GCSRA.

Deliverables:

- Prepare Monitoring & Evaluation tools for existing projects of GCSRA's under Special Needs and Disability vertical;

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- Ensure regular field visits for GCSRA's projects and prepare a comprehensive report indicating the recommendations in a learning document form.
- Prepare an Impact Assessment report of the projects implemented by GCSRA and convert the report into a brochure form.
- Prepare the training modules based on impact assessment report and conduct capacity building programme for stakeholders of the field;
- Prepare and submit the way forward and planning to the next stage of the GCSRA's Special Needs and Disability Vertical with exact agenda and a predetermined timeline.
- Designing the syllabus for innovative and sustainable trades and development of assessment tools for measuring the progress of the programme.
- Networking of the institutes/corporate houses working in the field as potential employer who is willing to hire adults with special needs or disability and draw suitable parameters required for job sustainability of placed candidates.
- Establish system for regular review of the empanelled agencies shall be performed in the work plan designed through conducting regular meetings with the project implementing agencies and conduct review of projects implemented by GCSRA through PIAs at different locations.
- Awareness generation in community and amongst the related stakeholders.

Required experience and qualifications:

- B.Ed/M.Ed in Special/ Inclusive Education (Degree Certified by RCI), Masters in Special Education/ Masters in Inclusive Education,
- Should have a proven experience of at least 10 years of experience in leadership role in the Special Needs and Disability sector;
- Well- developed knowledge with a understanding of the technical and administrative reporting processes;
- Excellent language skills in written and spoken: English and Gujarati;
- Ability to maintain positive, collaborative, productive relationships with staff at all levels;
- Willingness to travel across Gujarat;
- Strong understanding and proven track of organizational process;

Reporting Mechanism

- Selected candidate will be based at Gujarat CSR Authority Ahmedabad and work under the supervision of designated officer of Gujarat CSR Authority Ahmedabad.

Professional Fee

- The fees shall be as per experience and compatible to standards. Selected candidate is required to render **15** days of services for GCSRA assignments.

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- The lump sum fee of the services will be Rs. 3000/- per day. GCSRA will pay travelling allowance at actuals or Rs. 5000/- fix per month or whichever is lower.
- The Contract duration will be of 6 months. After closure of the contract period, if required, the arrangements may extend up to 2 years on mutual consent.

Application process

- Applications (CV in English) and self-attested copies of qualifications and credentials should be sent to Chief Executive Officer, Gujarat CSR Authority by 29th September, 2018 by speed post to the address “To. Chief Executive Officer, Gujarat CSR Authority, 3rd Floor, GSFC Building, Opp. Drive in Cinema, Bodakdev, Ahmedabad, Gujarat 380054”.
- Please be informed that only shortlisted applicants will be contacted by GCSRA.