



TAMIL NADU STATE NON GOVERNMENTAL ORGANIZATIONS AND VOLUNTEERS RESOURCE CENTRE (TNVRC)

(Regn No.228 / 2002)

(A unit of TNCDW under Rural Development & Panchayat Raj Department)

Empanelment of State and District Resource Persons

TNVRC invites applications from individuals to serve as State / District Resource Persons for Various components of livelihoods Mission. The Terms of Reference (ToR) is available on the TNCDW website www.tncdw.org. Interested candidates may send their application along with a resume on or before 13.10.2025 to the address specified in the ToR.


Chairperson, TNVRC/
Managing Director, TNCDW


26/9/25


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Terms of Reference for Empanelling of State and District Resource Persons

1. Introduction

Tamil Nadu State Non-Governmental Organisations and Volunteers Resource Centre (TNVRC) was established in the year 2001 vide G.O. (Ms) No.2, Social Welfare & NMP (SW3) dt.05.01.2001. It is an autonomous society functioning under Tamil Nadu Corporation for Development of Women (TNCDW), Chennai. It was registered as a Society under Tamil Nadu Societies Registration Act, 1975 with the objective of providing Counseling and Advisory services, Training and Capacity Building, Research, Documentation & Communication and Volunteer Promotion.

2. Training and Capacity Building

TNVRC has focused in the area of capacity building of the Government Officials, Heads & staff of NGOs and Community Based Organizations and also undertaking special projects aimed at Women Development.

Capacity building efforts are directly helping the participants to gain more information, increase their knowledge and skills to bring about the desired change in the target group. TNVRC has conducted capacity building to the staff of TNCDW including Project Directors, Assistant Project Officers and other Mission staff on various themes and has also imparted training to Community Based Organizations (CBOs) on Governance and Financial Management. In addition, TNVRC has extended technical support to TNCDW for preparation of Training Manuals, IEC materials.

3. Need for Empanelling of State and District Resource Persons

Social capital is one of the biggest assets for any community development project. TNVRC has proposed to create a pool of resource persons with relevant previous experience and expertise in components on Institution building & Capacity building and Partnership & Convergence covering the subjects of Food, Nutrition, Health and WASH (FNHW), Gender, Social Inclusion and Social Development and PRI-CBO Convergence and to create master data base on various thematic resource pools under one umbrella in order to impart the capacity building to Community Based Organisations. The Resource Person will conduct the training across the State as and when required.

In addition, the Resource Person should have good understanding of SHG movement, Community Based Organisations, Communication Skills, Documentation and facilitation skills and also extensive hands-on experience in working in Rural Development projects, reputed Non-Governmental Organizations and Community Based Organisations.

4. Scope of work

A. State Resource Persons

1. Prepare theme-based Standard Operating Procedures (SOPs), strategies, training modules / manuals and other IEC materials.
2. Attend Training of Trainers (ToT) at National level and State level
3. Conduct Training of Trainers (ToT) for Resource Persons at State, District and Block levels on various themes
4. Conduct Training to MaKaMai / CMTC / District Level Federations
5. Provide technical support for the documentation of best practices, case studies and success stories
6. Participate in writeshops and workshops as and when required
7. Undertake any other assignments as approved by the Chairperson, TNVRC / Managing Director, TNCDW

B. District Resource Persons

1. Attend Training of Trainers (ToT) at State level
2. Conduct Training of Trainers (ToT) for Resource Persons at District and Block levels on various themes

3. Conduct training to Office Bearers, Executive Members, Sub-Committee members of Community Based Organisations on various themes
4. Provide technical support for the documentation of best practices, case studies and success stories
5. Participate in writeshops and workshops as and when required
6. Undertake any other assignments as approved by the Chairperson, TNVRC / Managing Director, TNCDW

5. Selection Process for empanelment of Resource Persons

TNVRC shall follow a comprehensive and well-defined selection process for empanelling of Resource Persons.

Eligibility criteria:

Level	Qualifications	Experience
State	Graduate degree in Social Work / Sociology / any other Social Science. In case of Community Cadre of TNCDW: No Qualification specified. They should have served as any of CBO (Mahalir Thittam) for at least 15 years in any capacity.	Minimum 5 years' experience in working with SHG movement / NGOs / Development Sectors / Other Govt., Departments. Experience in conducting training for various key stakeholders and Practical computer proficiency with an aptitude for field work For Community Cadre of TNCDW: Minimum 10 years' experience in working with SHG movement as Community Professional / Community Resource Person Should be a member of a SHG
District	Any Graduate degree In case of Community Cadre of TNCDW: No Qualification specified. They should have served as any of CBO (Mahalir Thittam) for at least 10 years in any capacity.	Minimum 5 years' experience in working with SHG movement / NGOs / Development Sectors / Other Govt., Departments. Experience in conducting training for various key stakeholders and Practical computer proficiency with an aptitude for field work For Community Cadre of TNCDW: Minimum 5 years' experience in working with SHG movement as Community Professional / Community Resource Person Should be a member of a SHG

- No age limit is prescribed for Resource Persons

- The applicant must be willing to travel extensively, including to remote areas, across different districts for organizing and conducting training programmes as and when required
- Preference will be given to:
 - Experienced Trainers in Development Projects
 - Community Cadre with experience as Community Trainers as Community Professional / Community Resource Person

6. Empanelment process

- TNVRC invites applications from individuals, having the above-mentioned eligibility criteria and interested to be empaneled as State and District Resource Persons
- The online application form as "Application for State / District Resource Persons" will be available in the website of **TNCDW (www.tncdw.org)**
- Applicants should apply for only one position, either SRP or DRP
- Application will be scrutinized on the basis of eligibility criteria
- The eligible candidates will go through a process of written test, micro teaching and personal interview
- The list of successful candidates will be intimated to the candidates.
- The shortlisted candidates must bring all the below mentioned original document while attending the written examination
 - Highest education qualification
 - ID / Address proof (Aaadhar Card)
 - Recent Passport size photo
 - One set on signed copy of candidate resume (Bio data)
 - Work experience certificate - Indicating the years of work experience to be obtained from the previous employers
 - Any proof - Served of as Trainer / Resource persons in any Government, NGOs and any other departments
 - The Chairperson, TNVRC / Managing Director, TNCDW reserves the right of discretion to empanel the State and District Resource Persons.

7. Payments & Entitlements

- The honorarium will be paid to the State / District Resource Persons based on their grade and the number of days served and the output
- The honorarium will be disbursed only after completion of the assigned task or programme and upon submission of the work completion report or specific deliverables as per the assigned task. The claim report must be certified by the respective Heads of Department.
- Based on the marks scored by the candidate, they will be classified into three categories as detailed below

A. State Resource Persons (SRP)

Category	Marks Scored (100)	Resource Fee/ Day (Rs.)
A	80 and above	4000
B	70 to 79	3500
C	60 to 69	3000

B. District Resource Persons (DRP)

Category	Marks Scored (100)	Resource Fee/ Day (Rs.)
A	80 and above	2500
B	70 to 79	2000
C	60 to 69	1500

Note: Travel, boarding and lodging expenses will be reimbursed as per actuals, subject to the prescribed ceiling

- Performance appraisal will be done annually to assess the Resource Persons

8. Exit Policy

The list of shortlisted State / District Resource Persons will be valid only for the period of 2 years. Later based on the performance and need of the SRPs and DRPs, the Chairperson, TNVRC / Managing Director, TNCDW will take decision and communicate for extension of his/her services for a further period.

If the performance of SRP and DRP is not up to the mark, TNVRC can stop utilizing the services and remove his / her name from the empanelled list.

9. Disclaimer


The initiative of empanelment of State / District Resource Person is an intervention of TNVRC to strengthen the capacity building training activities supported by the livelihood projects implemented by TNCDW. The empanelment does not confer any right for claim of any services at TNVRC / TNCDW or any other line department. This is purely temporary assignment on turnkey basis of TNVRC/TNCDW and other line departments.

The Chairperson, TNVRC / Managing Director, TNCDW reserves the right of cancelling or rescheduling the selection process at any stage without assigning any reason thereof.


Interested candidates may send their application as per the prescribed format (Annexure A) along with a resume (including a minimum of two references) to

The Secretary,
TNVRC,
1st floor, Annai Teresa Mahalir Valagam,
Valluvarkottam high road,
Nungambakkam, Chennai – 600 034.

on or before 13.10.2025


**Chairperson, TNVRC/
Managing Director, TNCDW**


26/9/25


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Tamil Nadu State Non-Governmental Organizations and Volunteers Resource Centre (TNVRC)

APPLICATION FOR RESOURCE PERSON

Applied for ☐ STATE / ☐ DISTRICT RESOURCE PERSON

A. Personal Details

Field	Details	
Name of the Applicant		Affix your passport size photograph
Father / Husband's Name		
Date of Birth & Age		
Gender		
Contact Address		
Mobile Number		
Email ID		
Languages Known (Tick Mark):	<input type="checkbox"/> Tamil: Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/> <input type="checkbox"/> English: Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/> <input type="checkbox"/> Hindi: Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>	
Applicant belongs to	Community Cadre <input type="checkbox"/> Others <input type="checkbox"/>	

B. Education

S.No	Name of the Degree / Diploma	Name of the Board / University	Year of Passing
1			
2			
3			
4			

C. Practical Computer Proficiency Skill: ☐ Yes ☐ No

D. Experience Relevant to the Position Applied for

Total No. of Years' Experience: _____

S.No	Name of the Organization	Designation	Period (From – To)	
1				
2				
3				
4				
5				

E. Attach Resume (Not More than 3 Pages): ☐ Yes ☐ No

Declaration

I hereby declare that all the statements made in this application form are true to the best of my knowledge and belief.

Signature of the Applicant: _____

Date: _____

Place: _____