

## **Annexure 2 - Details of Key Management Personnel**

**Name: S. Sankara Raman**

**Designation: Co-Chairman and Secretary**

### **Brief profile of CA. S. Sankara Raman**

S. Sankara Raman, a Chartered Accountant, graduate of Harvard University SNMI (Strategic Nonprofit Management India) program and a wheel-chair user, affected by muscular dystrophy. He joined Amar Seva Sangam as the Honorary Secretary in 1992. He helped build a Valley for the Differently Abled in a 30 acre land at Ayikudy, Tamil Nadu as a Rehabilitation and Development Centre and developed models for self-help initiatives by integrating individuals with disabilities within society for improved living conditions, benefitting over 100,000 people with disabilities. Build the organization from scratch to current Global level organization. He was the lead in planning, designing and establishment of the main infrastructure on Amar Seva Sangam's campus including the Home for Disabled, Medical and Rehab Evaluation and Treatment Unit, Integrated Pre-primary, Primary, Secondary Schools, Special Education School, Vocational Training Center, Youth Hostel, Spinal Cord Rehab Unit, Early Intervention center and more. He led the development of innovative community based programs for people with disability in village-based environments for which he was awarded and supported by the prestigious Ashoka fellowship. These programs include social development, self-help groups, livelihood initiatives, micro-financing and home-based early intervention and child and youth rehab programs. Mr.Sankara Raman has also led a number of advocacy initiatives for people with disability an secured barrier free bus and railway facilities throughout Tamil Nadu. He organized a national level seminar in 1995 under the Chairmanship of Supreme Court Justice Shri V.R. Krishnaier which paved the way for the enactment of Persons with Disabilities Act by the Indian Parliament on January 1996 and contributed to significant additions in the Rights of Persons with Disabilities Act, 2016. Mr.Sankara Raman has guided Technology Enabled Systems and processes at Amar Seva Sangam and has spread his innovations through impact transfer models to governments and non-government organizations. He is the visionary behind Amar Seva Sangam's globally recognized Enabling Inclusion program which provides access to early intervention and child rehab services to children through the use of the award winning Enabling Inclusion app and leads Amar Seva Sangam's Centre of Excellence in Rehabilitation and Development for Children with Disabilities.

### **Role within CoE:**

- Setting the strategic vision for Amar Seva's Centre for Excellence in Rehabilitation and Development for Children with Disabilities. (CoE)
- Providing strategic guidance, support and decision making for the implementation and achievement of the goals and targets of the scale up initiative.
- Monitoring the performance and reviewing the progress of each CoE division / team at periodical intervals and giving each team support to achieve their goals and targets and make policy level decisions.
- Ensuring funding and financing of the project expenses are met.
- Monitoring and ensuring adequate human resourcing for achieving the CoE's goals and targets.
- Policy decisions on HR, Legal, Revenue Modelling, innovations and project co creation with NGOs and Govt.
- Work with legal consultants to ensure agreements and MOUs and other legal documents are compliant with laws and protect the organization's interests
- Developing and cultivating relationships with high level Govt. authorities, both bureaucrats and politicians /policy makers and key NGO partners at different levels.

- Developing and cultivating relationships with Grant Agencies.
- Providing support to the COO / CFO for unresolved issues and conflict management.
- Providing support to the Director of Strategy for driving the program to reach its desired results.
- Be the external face for the scale up initiative and will be responsible for promoting the brand and image of Enabling Inclusion and the Centre of Excellence in Rehabilitation and Development of Children with Disabilities among various stakeholders.
- Ensure the CoE adheres to Amar Seva Sangam's ethical standards and the guiding principles of the organization and this initiative.

**Name: Dr.Dinesh Krishna**

**Designation: Director of Strategy**

Dinesh Krishna, MD is a medical doctor and Lecturer and Chair of the International Centre for Disability and Rehabilitation - India at the University of Toronto and a physician at the North York General Hospital's Emergency Department and Assessment & Wellness Centre with a clinical focus on emergency medicine and rehabilitation medicine and an educator and researcher with numerous publications. Dr.Krishna is the Director of Strategy at Amar Seva Sangam's Centre of Excellence, and helped conceptualize the Enabling Inclusion program which provides access to early intervention services for children with disabilities using a technology leveraged solution, called the Enabling Inclusion app. Dr.Krishna is the winner of the prestigious MIT Solver Award, the Canada-India Healthcare Innovator Award and the Anna Jarvis Award for Teaching Excellence.

**Role within CoE:**

- Along with the Co-Chairman, will be providing strategic guidance, support and decision making for the implementation and achievement of the goals of the scale up initiative - Centre for Excellence in Rehabilitation and Development for Children with Disabilities.
- The Director of Strategy will monitor, support, provide strategic direction, encourage and ensure coordination between the various teams including (1) Technology, (2) Training / Capacity Building / Knowledge Partnerships, (3) Research, (4) Monitoring, Evaluation and Learning (5) Support, and (6) Partnership Development.
- Will lead regular team meetings with each division and quarterly CoE meetings and set the agenda for each meetings
- Will work with Co-Chairman and COO / CFO to create key performance indicators, monitoring and evaluation and reporting templates for each division and follow up regular with the teams to ensure goals and targets are being met
- Will work with Co-Chairman and COO for grant and award proposal writing, pitching solution to funders and grant negotiations.
- Will work in close coordination with Monitoring, Evaluation and Learning (MEL) and other teams for grant monitoring and reporting
- Will work in close coordination with MEL and Rehabilitation & Training team to ensure quality and fidelity of the various implementation and scale-up vectors are being maintained.
- Will work closely with the research team to guide research questions and conceptualize studies to be initiated. Will be co-author on studies and assist with dissemination efforts (publications and presentations)
- Provide strategic direction to the technology team to ensure technology upgrades are in line with strategic goals and targets and coordinate these activities with the other divisions of the CoE.
- Will guide Training team in achieving their training and partnership goals.
- Will work closely with partnership development team, in particular NGO partnership development to ensure the CoE is working towards meeting the strategic goals
- Will report to the Co-Chairman of the CoE

**Name: S. Rajeshwaran**

**Designation: Chief Operating and Financial Officer (COO / CFO)**

At the age of 17, while Rajeshwaran Senthilnathan was studying in school, he met with a road accident where he sustained cervical spinal cord injury. He underwent multiple spinal decompression surgeries, but despite that had no function below his neck. He remained bedridden for 6 years and was cared for only by his family members. He was unable to continue his education or pursue a livelihood. He was told about Amar Seva Sangam and, at the age of 23 in 2009, he joined the spinal cord unit as an in-patient. He received focused physical therapy and occupational therapy which allowed him to regain some function in his hands for the first time. He was given a motorized wheelchair and for the first time since his injury, he was able to move and feed himself independently. Mr. Sankara Raman, encouraged him to pursue a higher education and mentored him to realize his full potential. He became a fully qualified chartered accountant and is now the chief financial officer and chief operation officer of ASSA, managing the budget and operations for the institutions' various projects.

**Role within CoE:**

- Responsible for the day to day operations of the program with respect to its implementation, administrative and compliances matters.
- Will be directly responsible for financial management, HR and all Legal aspects with relation to the CoE.
- Will be responsible for preparing financial reports and analyzing financial data
- Will be responsible for tracking cash flow and financial planning and analyzing the CoE's financial strengths and weaknesses and proposing strategic directions.
- Will supervise the various divisions of the CoE and will collect financial and progress reports to ensure the various divisions are on track with budgets, key performance indicators and targets.
- Will be responsible for setting performance indicators and evaluating the progress and reporting the same to the Co-Chairman and Director Of Strategy and external organizations.
- Coordinate with the Co-Chairman and legal consultants to ensure agreements and MOUs and other legal documents are compliant with laws and protect the organizations interests
- Will be supported by the Directors of Strategy for any unresolved problems and strategic decisions.
- Will be reporting to the Co-Chairman on a regular basis and to the Directors of strategy for any issues with the CoE.
- The COO / CFO will ensure that the policies set out by the organization and for the Centre for Excellence in Rehabilitation and Development for Children with Disabilities properly are complied with and will ensure that the decided approach for the fulfillment of the program is properly followed.
- Will work with partnership development team, in particular NGO partnership development to ensure the CoE is working towards meeting the strategic goals
- Will coordinate fundraising and grant writing efforts for the CoE
- COO / CFO has signing authority for legal and financial matters
- Will be responsible for Quarterly as well as the final financial reports to funders.

**Name: Paramakalyani Rajeshwaran**

**Designation: Chief Information Technology Officer (CITO) and Head, Monitoring, Evaluation and Learning (MEL)**

Paramakalyani Rajeshwaran, MCA is the chief technology officer of our Centre of Excellence and is the technical lead who developed our Enabling Inclusion app. She is the brains behind the EI application. She leads the technology and help desk support teams and coordinates all app developments, upgrades and updates, working with our third party development team. She is the lead trainer for organizations using the EI app and customizes the app to suit each organization's needs. She also leads the Monitoring, Evaluation and Learning (MEL) division and is responsible for creating or verifying all reports including key performance and program indicator reports. She is instrumental in guiding the implementation and research teams through management and information systems and monitoring and evaluation systems she has put in place.

**Role within CoE:** Lead team of 3 members of technology team, 2 members of support team and 4 members of MEL team to coordinate the following activities:

**Implementation**

- Coordination with the software development team (Druvah) for new developments and also for the app & server maintenance.
- Application & System Administration
- NGO app, domain & server setup with development team
- NGO master data verification for upload
- App Issue mitigation & User support
- EI website & Blog development & maintenance

**Training**

- In-charge of app related Preparatory phase
- Pre-training setup of Test server (Dummy users, masters & operational data creation for the training)
- In-charge of complete technology aspects of app training to all our users (ASSA implementation, NGO and govt staff users)
- App manual preparation & updating

**EI App Set-Up and NGO Onboarding**

- In charge of GO-Live and Post-Go Live phases:
- Configuration verification of partners own server
- Software – Web, Mobile EI App Setup for partner NGO
- Domain creation for NGOs and govt partners
- App Configuration to meet implementing partners context
- App customization to meet implementing partners needs
- App Deployment
- Set-up of Logins for all users
- Maintaining Annual Maintenance Contract (AMC) for software
- Providing and informing app users of regular Updates

**Support**

- Train partner NGOs on L0 support
- Coordinate with Software Development Team, ASSA IT team and implementing partners to provide L1-L4 support to partner NGOs

**Marketing (Indirect)**

- App demo to the partners
- Login creation to the requested partners for a trial version of the app.

**Monitoring, Evaluation and Learning (MEL)**

- Leading the division of the MEL team to monitor and evaluate the efficacy, outcomes and impact of early intervention and child rehab programs coming under the Enabling Inclusion (EI)® model and/or supported by the EI® app or co-created solutions under the CoE. This includes:

- Working of existing partner NGOs who are using / licensing the Enabling Inclusion® app and model.
- Knowledge partnership with Government.
- Direct implementation by ASSA in partnership with Government or implementation by Govt through ASSA knowledge partnerships
- Direct implementation in public – private - partnership (PPP) in collaboration with Government, ASSA and funders.
- Direct implementation by ASSA program using the Enabling Inclusion® app and model.
- Preparation of the MEL and RMAF reports
- Assisting the research team with data preparation, analysis and reporting from the app

#### **Reporting**

- Report to Co-Chairman, Director of Strategy and COO /CFO

**Name: Navamani Venkatachalapathy**

**Designation: Head, Implementation, Innovation and Training / Capacity Building**

Navamani Venkatachalapathy, MSc PT is a pediatric physiotherapist who has over 15 years of experience in promoting mobility and function in children with disabilities. She has been working as a pediatric physiotherapist in community based rehabilitation programs in India and Mongolia. She is currently Head, Implementation, Innovation and Training / Capacity Building at our Centre of Excellence, where she leads implementation of innovative programs, organizes capacity building and training workshops:

- (1) Rehab service providers at ASSA
- (2) Rehab Service pro at partner site and parents of children with disabilities across numerous states in India and globally.

#### **Role within CoE:**

##### **Implementation**

- Will head all ASSA direct implementation teams using the Enabling Inclusion and model including Tenaksi District (TTS2), Tirunelveli and Tuticoirn District (TTS3) and School based program (Home, Special Needs school, Institutional Based Rehab programs), DEIC, Dept of Education – ASSA partnership and any new implementation projects
- Leads of these implementation vectors will report to the Head – Rehabilitation and Innovation.
- Prepare project proposals with budgets and results framework for grant organizations and donors to fund implementation of these projects.
- Plan, organize and execute direct implemnetation project activities to achieve targets, goals and impact.
- Coordinate with MEL team for preparation of reports to funders, donors and board of the organization.
- Mentor community workers and rehab professionals towards achieving individual rehab goals for the service users.
- Plan and implement sensitization programs for various stakeholders of inclusive education.
- Plan and implement awareness program for various stakeholders of the broader community (students, women, general community, etc.).
- Mentor parents of children with disabilities towards self-advocacy.
- Check vouchers, prepare budget utilization statements.
- Field visits to monitor the staff
- Networking with various community organizations and government officials to implement the programs.

## Innovation

- Will be the lead in creating and curating content for upgrades in the EI app with regards to child rehab and development standpoint including assessments, evaluations, interventions, feedbacks, etc.
- Will consult with technology, research and capacity building teams, management, NGO partners, service providers, external and internal experts in developing rehab content for app upgrades and new rehab functionality
- Will lead the rehab aspects of app customization for partner organizations
- Will lead innovative projects including parent empowerment groups, parent social media groups, tele-rehab, awareness programs, etc. Will coordinate with the research team on impact evaluation of these innovations.
- Will assist with the Assistive technology program implementation.

## Govt liaison and advocacy

- Will use expertise as implementation and innovation lead to advocate policies to government that promote greater access to early intervention and child rehab services and inclusive education.
- Will monitor the activities of the Dept of Education Inclusive Education State Level Project Management Unit and District Level (Tenkasi) Program
- Will work directly with govt officials for the successful implementation of ongoing projects involving govt partnerships
- Will work with various govt depts to pilot new ASSA- govt partnerships (DEICs, other states, etc.)

## Training / Capacity Building

- Will support and coordinate capacity building projects with the training team involving all vectors of capacity building including:
  - a. Capacity building workshops / webinars service providers conducted for national and global audience of health, rehab and education service providers
  - a. Capacity Building for partner Institutions on Enabling Inclusion® app / model
  - b. Capacity building workshops for government partners
  - c. Capacity Building for parents of children with developmental delay
  - d. Capacity building for rehab service providers at ASSA
- Will monitor the strategic plans and set quarterly targets to ensure training team achieves its strategic goals

### Reporting

- Report to COO / CFO for all finance, accounting, compliances, legal requirements, etc.
- Report to Director of Strategy for any strategic, rehab or implementation issues
- Regular reporting to the Principle Project Head
- Quarterly Report presentations to COE Management

**Name: Franzina Coutinho**

**Designation: Director of Research**

Franzina Coutinho, PhD is a pediatric occupational therapist and clinician researcher based in Mumbai, India. She is an Affiliate member at McGill University, School of Physical and Occupational Therapy, Director of Inspirium Holistic Care and researchers and clinician at P.D. Hinduja Hospital in Mumbai, India. Her research over the past decade focuses on technology and its impact on therapeutic interventions and identifying ways in which technology can best be used to improve

intervention provision, especially in the pediatric population. She leads the research efforts of our Centre of Excellence in child rehabilitation. She has researched and has numerous publications on early intervention, technology use in child rehab programs in India and factors that contribute to development of effective home programmes.

**Role within CoE:**

- The Research Director in collaboration with the core research team, will identify new research topics relevant to child rehab.
- The Research Director, along with the Associate Research Director will initiate a minimum of 3-4 research studies per year in child rehab (studies could be 1 year or multi-year). Coordinate the full spectrum of activities for these studies including identification of research questions, literature search, defining methodology, applying for grants, ethics application, data analysis, report write-up, manuscript preparation and dissemination
- The Research Director will coordinate any student-led studies occurring in collaboration with partner universities and institutions, along with the Associate Research Director. Faculty at universities will be lead investigators, but the Research Director and Associate Research Director will supervise and coordinate activities and ensure the project is taken to completion.
- The Research Director, along with the Associate Research Director will conduct a minimum of 1 internal program evaluation study per year. (These studies do not need to go through the steps of ethics and dissemination, but will be for internal purposes.)
- The Research Director, along with Associate Research Director will research potential national and international grants for student and micro research funding and prepare grant applications as needed in the areas of research and program evaluation.
- The Research Director, along with Associate Research Director will create a dissemination plan for the research studies. This will include mapping of relevant national and international conferences, identifying target journals and coordinating debrief sessions with relevant stakeholders.
- The Research Director, along with the core research team and research partners will present the outcomes of the research outcomes in various national and international conferences.
- The Research Director will provide consultation and mentorship to partner NGOs (who have licensed the EI app and/or model), who are interested in conducting research studies.
- The Research Director may support the management team with preparation of proposal writing, fundraising / promotional material and presentations relevant to the research studies conducted to present to potential partner NGOs, senior audiences in government, funding agencies, academia, etc.
- The Research Director will establish new partnerships / collaborations with universities and research institutes in India, including recruitment of student researchers, support for statistical / quantitative analysis.
- The Research Director will report to the Director of Strategy. Regular updates will be given to the COO and Co-Chairman of the CoE regarding the progress of research projects
- The Research Director will track the research budget and report research expenditures to the CFO.
- The Research Director will be supported by the Associate Research Director and a research assistant.