



Transforming Communities for Inclusion (TCI Global)

TORs – Research Assistant | 2026

Position Title: Research Assistant (RA)

Work Location: Remote

Period of Appointment: 01st June 2026 to 31st November 2026

Consultancy Amount: USD 3500

Job Description:

TCI is managing multiple ongoing workstreams and has a docket of reports, briefs and documents that require consolidation, structuring and drafting support. The Secretariat team requires additional capacity to help organize existing materials, produce clean draft outputs and support completion of documentation deliverables. The Research Assistant will provide structured writing and documentation support to help manage the same. The role focuses on drafting and editing (based on existing materials), collating and organizing inputs, and supporting the Secretariat to produce clear, consistent and submission ready documents.

The Research Assistant will report to Director of Advocacy & Research and will also work with Secretariat focal points assigned as per the report.

Tasks:

1. Support the Secretariat Team in:

- Drafting, editing, and writing of reports/sections, and short documents from existing internal documentation.
- Organizing information material available in the form of notes, minutes, transcripts, links, etc., with clean records of initial drafts, track changed document and final drafts.
- Conducting desk research as needed to address the data/information gaps (policy reference, policy and legal frameworks, and references (citation, and source links, etc.).

2. Maintaining regular feedback mechanisms with the Secretariat through weekly touch base calls and email updates, as and when needed.

Specific Deliverables:

The Research Assistant will support completion of the following 7 documents.

- **TCI Plenary Report (1)** (up to 30-32 pages): TCI Plenary is an event where members, peers and allies gather to exchange experiences, strengthen capacities, share learnings and collectively imagine solutions for ensuring inclusion of persons with psychosocial disabilities in disability and development agenda. This particular report is of the plenary conference that happened in 2024. Concept note and documentation notes along with a few video recordings of panels are available as reference materials which will be utilized to draft this report.

Deliverable: Draft report for feedback from Secretariat; fully structured and final draft incorporating feedback from Secretariat, ready for dissemination.

- **Country Mission Reports (5)** (up to 20-22 pages each; similar templates): Country Missions are mobilization visits organized with the aim of identifying, engaging and working with movements of persons of psychosocial disabilities in the region. As a way of bringing persons with psychosocial disabilities, empower their OPDs and dialogue with multiple stakeholders, these are also spaces for capacity building and networking. These reports are for 5 country mission that happened between 2023-2024. Concept note, documentation notes, pictures are available as reference materials which will be utilized to draft this report.

Deliverable: Draft report for feedback from Secretariat following a mutually agreed structure/template; fully structured and final draft incorporating feedback from Secretariat, ready for dissemination

- **Deinstitutionalization Webinar Report (1)** (already drafted; restructuring and edits required): TCI conducted a 4-part webinar series on deinstitutionalization in 2021. This series aimed to elaborate real world examples on different components of the deinstitutionalization process. A draft report has been prepared, but it will need restructuring and editing to prepare it in its final form.

Deliverable: Draft report for feedback from Secretariat; fully edited and polished final report.

Each report will be delivered as a full, submission ready document, including all standard components (as applicable): table of contents, list of abbreviations/acronyms, executive summary, introduction/background, key highlights, conclusions, recommendations, and annexes/references, with formatting and internal consistency aligned to the discussed template.

Cross-cutting deliverables (applies to all reports):

- Docket (google drive folders) of organized notes/materials and links used for each report.
- A simple progress tracker updated weekly (using google sheets/excel sheet).
- Clean final versions in Google Docs or Word, with tracked changes where requested.
- List of references of cited sources.

Preferred Experience

- At least 2 years in disability rights/inclusion documentation OR evidence of CRPD-aligned drafting through writing samples.
 - Strong report drafting and editing skills (ability to structure long documents) and ability to synthesize raw inputs into coherent and readable text.
 - Assignment requires strong time management and ability to work with feedback and deadlines.
 - Comfort handling sensitive/internal information with discretion.
 - Basic referencing and fact-checking skills.
 - Preference will be given to persons with disabilities or those who have been associated with international disability movement in some way.
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