



Terms of Reference (TOR)

SELCO Foundation ToR for Videographer For Dairy Value Chain

Title	Videographer For Dairy Value Chain in Karnataka
Timeline	2 Months (Duration in Month and Days)
Expected area of expertise	videographer with development sector experience
Email and website	https://forms.gle/pLDq35Bm2vzQH1pQ9 (Contact Procurement for Form Link)

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Summary of the project:

Selco Foundation's animal husbandry initiatives are a beacon of hope, demonstrating how empowering rural communities with the right tools and knowledge can lead to a more prosperous and sustainable future. Farmers experience increased milk yields, higher incomes, and reduced drudgery. These sustainable practices also contribute to climate resilience by lowering greenhouse gas emissions and conserving resources.

2. Goals and Objectives

We aim to document the transformative impact of solar technologies in small-holder dairy farms across Karnataka. Through compelling videography, this project will capture the positive changes brought about by the SELCO Foundation's installations within these dairy units.

This project seeks to weave a compelling narrative around the transformative impact of solar powered dairy technologies in Karnataka's small-holder dairy farms. By capturing the positive changes experienced by these farmers, we aim to

empower communities within the dairy value chain with this knowledge. Ultimately, the project serves to amplify the voices of dairy farmers, showcasing their success stories and the role solar power plays in their livelihoods.

3. Scope of Work

- **Dissemination Platform:** Social Media Platforms, external and internal dissemination.
- **Travel Location:** Karnataka
- **Scope of Work and Key Activities:**

<p>Scope of Work</p>	<ul style="list-style-type: none"> • A 5–6-minute documentary-style video showcasing: • 1-2 minute of testimonials from end-users (can be part of existing video) • The installations of DRE technology in the small dairy farms and their impacts. • Interviews with dairy farmers, highlighting and the benefits of solar powered dairy technologies. • Visuals depicting the positive impact on milk quality, income generation, and community empowerment. • Raw footage from the filming locations • It would be the responsibility of the agency to complete the final video in a maximum of five drafts within the timeline specified • Produce the final draft in broadcast standards and full HD with 1080x1920 pixels resolution. • Develop the video of no longer than 6 minutes in 1:1 aspect ratio for consumption on social media.
<p>Key Activities</p>	<ul style="list-style-type: none"> • Scouting/Understanding the shooting locations • Drafting a story board • Drafting script with the SELCO team • Capturing visuals from the selected locations • Editing visuals for effective results • Voice overs in English, Kannada and regional languages

Visual Style:

Clean and visually engaging with appealing cinematic language. Culturally appropriate depictions of pastoralists. Minimalistic with a focus on the subject.

Who are we conversing with

- The general public who are working in pastoralism.
- Policymakers and government officials focused on renewable energy and climate resilience initiatives.
- NGOs and development organizations working with communities and environmental sustainability.

4. Requirement:

Interested videographers, agencies/individuals, with relevant experience (please include references of previous similar work as proof of experience), team members details working on the project are requested to reach out with a detailed proposal giving:

1. **Methodology and Process:** Briefly outline your approach to filming, capturing testimonials, and editing the video.
2. **Team:** Introduce the team members who will be working on the project and their relevant expertise.
3. **Budget:** Provide a detailed breakdown of your project costs.
4. **Portfolio:** Showcase your previous work with a strong focus on videography for development projects.

Note:

Please note that all raw footage must also be provided to the SELCO team.

Confidentiality

All information provided in response to this ToR shall be treated as confidential and used solely to submit the proposals.

Disclaimer

SF reserves the right to accept or reject any or all proposals received without providing any reason for such action.

5. Timelines:

The completed video is to be submitted within 2 months of the assigned contract.

6. Selection Criteria:

The prospective consultant will be evaluated by an expert in-house committee on the following criteria -

- Relevant background and experience
- Quality of Approach and methodology
- Cost effectiveness
- Timelines
- have prior knowledge of working with the NGOs
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms.

7. Payment Terms:

As per SELCO Foundation policy and agreed by consultant will be process

8. To apply

Interested consultants / organisations, with relevant experience (please include samples and/or references of the previous similar work as proof of experience) and based out of India are requested to reach out with a detailed proposal giving a brief on the methodology and the process they will uptake for this project, including budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/pLDq35Bm2vzQH1pQ9> on before **14th June 2024**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Videographer For Dairy Value Chain in Karnataka”** (Name of Project)

Refer Terms and Condition:

1. **Sub-contracting:** In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Consultant to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors
2. Quality Assurance

The data submitted to Selco Foundation should be accurate, complete, reliable and relevant. Consulting agency shall establish additional layers for data cleaning and submission.

3. Financials & Reporting

TDS will be deducted on the fixed amount as per Income Tax Act and Rate of Percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March, 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.

4. Indemnification

Both parties shall indemnify and hold its Trustees, Directors and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by both parties in connection with the project or (2) Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/ or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of the third party.

5. Patent, Copyright and other Proprietary Rights

- (i) Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.
- (ii) Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
- (iii) The Consultant will treat all information given to him/her as information with proprietary value and will not disclose the same to competitors or any outsiders. The Consultant will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
- (iv) Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant shall deliver reports and data to

the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

6. Publicity, use of name & Logo of the Foundation: The Consultant shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the Foundation, nor shall the Consultant, in any manner whatsoever use the name, emblem, logo or official seal of the Foundation or that of SELCO in connection with its business or otherwise without the written permission of the Foundation.

7. Observance of Law:

- (i) The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract.
- (ii) The Consultant represents and warrants that neither it, its parent entities, partners or subcontractors nor any of its subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the *Child Labour (Prohibition and Regulation) Act of 1986*, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- (iii) The Consultant represents and warrants that it shall adhere to the mandates prescribed under the *Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013*, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace

8. Termination:

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of Seven (7) days from the date of such notice. In addition, the Foundation may also terminate this contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

9. Force Majeure:

- (i) *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Consultant

- (ii) In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.
- (iii) On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- (iv) If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.

10. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

11. Settlement of disputes:

- (i) The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, the matter shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.