



Terms of Reference (TOR)

TOR for Video Documentation – Nagaland

Title	Documentation and develop video for Highlighting the challenges of inadequate electricity access in remote area of government schools in Nagaland
Timeline	04 - 06 weeks
Expected area of expertise	Experience in video documentation in North East India - videography, photography, editing, scripting in Nagaland Remote
Apply Google Link	https://forms.gle/orQwHeDa77u2LUqR9 (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:

Reducing Energy Barriers for Quality Education in Nagaland

In the remote villages of Nagaland, children from low-income families face significant challenges in accessing quality education due to unreliable energy supplies, particularly during the rainy season. This energy instability hampers the operation of essential educational infrastructure, including lighting, ventilation, and the use of technology like computers and projectors, which are critical for effective learning. Additionally, the shortage of teachers in these schools makes digital education increasingly vital, further emphasizing the need for reliable energy sources.

To address these issues, a solution involving the installation of solar inverter systems is proposed to power LED lights and fans in 51 higher secondary schools. This decentralized renewable energy solution aims to enhance energy efficiency and create a conducive learning environment. The impact of this initiative will be significant, leading to improved teaching and learning conditions, and ultimately providing quality education to children from low-income families in Nagaland.



2. Goals and Objectives

SELCO Foundation has initiated a significant intervention in Nagaland, focusing on solar powering 50+ government schools. This initiative is part of a broader effort to address energy access issues in remote areas, ensuring that students have reliable electricity to improve the quality of education. The video aims to highlight the challenges faced, the potential of energy solutions, and the collaborative approach with government partnerships thus creating student community in Nagaland sustainability champions for the future.

- The need and problem statement concerning energy access in education given the remoteness of the region
- The impact of energy solutions on educational outcomes.
- The specific relevance and benefits of solar power in Nagaland's schools.
- The impact on students to make them sustainability champions for the future
- The approach and significance of partnerships with government bodies.

3. Scope of Work

Location: Nagaland

S.No	District	Name of the school
1.	Kohima	GHSS John Viswema
		GHSS Kigwema
2.	Mon	GHSS Aboi
		GHSS Mon
3.	Peren	GHSS Jalukie
		GHSS Ahthibung

The video documentation will vividly capture a holistic view of SELCO Foundation's interventions in Nagaland's education sector.

The proposed project shall include the following:

A. Planning and Pre-production:

- Coordinate with the SELCO team to understand the completed research for the video documentation
- Provide references to give an idea of what the final output would look like.



- Plan the basic outline of the videos with broad reference to frames, duration, theme, language and timeline in consultation with the SELCO Foundation team
- Prepare script, storyboard, visuals, motion graphics and any other forms of content required for the video including subtitles and voiceover.
- Provide a draft of the final script to be used.
- Provide a draft of the subtitles to be used.

B. Production and Post-production:

- Design and animate video content with narration and background music and English subtitles.
- The video documentary language for the film will be an English and hence must be documented from the end-user's voice in regional language.
- It would be the responsibility of the agency to complete the final video in a maximum of three drafts within the timeline specified.
- The Agency will have to produce a video of up to **4 - 5 minutes**.
- Drone cameras for aerial shots and expansive views of project sites.
- The agency will be responsible for all stages of the film production i.e., ideating, scripting, filming, editing, voice-over/narration, graphics, motion-graphics, subtitling, dubbing etc.,
- To ensure high video quality, the resolution should be at least **1080p Full HD**, with 4K preferred for even greater clarity. The standard frame rate will be 24 or 30 frames per second, with higher rates used for slow-motion shots.

References: <https://youtu.be/RfVb9Pgsd78?si=gfQJDEDnVdHbH-zt>

1. Deliverables:

Workplan and Task List	September 2024				October 2024	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Deliverables						
Script for the video						
Primary consultation to identify key influencers and champions across stakeholder groups						
Travel for Documentation (Video shoot) and photography						
First draft of the video						



Review and Inputs						
Second draft of the video						
Review and Inputs						
Final review and submission						

Note:

- Execution of video shoots and delivery of edited videos under strict timelines.
- English subtitles should be added in the video (the translation & script of the subtitles to be prepared by the agency).
- In the video include animated videos & motion graphics wherever required.
- Video should include on-screen text for solutions being showcased.
- It would be the agency/consultant responsibility to complete the final draft of the video in a **maximum of 4 rounds** of editing from the first rough-cut to the final video.
- All raw photographs and video footage shot during the assigned project period need to be handed over to SELCO Foundation who will be its sole owner. The agency / Consultant will have no copyright to the raw images, draft cuts, final cut, subtitles, scripts, or any other information that the agency / Consultant would obtain access during the course of this project
- Coordinate with SELCO Foundation representatives on scheduling shoot dates, permissions, and other logistical requirements.

2. Requirements:

- The consultant must have proven 5-8 experience in video documentation, especially in projects related to social causes and community development. Experience working in the regions of northeast India is a plus.
- Agency to have a technical person (Preferably Solar PV), who will be supporting the team in writing the script.
- The consultant should have a strong ability to craft compelling narratives that align with our mission of decentralizing solar power and addressing climate change. This includes the ability to highlight innovation, success, sustainability, and community involvement in the projects.
- The consultant should provide a portfolio showcasing previous work. This portfolio should demonstrate high production quality, creativity, and the ability to convey impactful stories through video.
- The consultant should have strong project management skills, ensuring timely delivery of all deliverables, including the full-length documentary, short clips,



interviews, script and storyboard, subtitles, and raw footage. The team should have an engaging, upbeat personality, who can capture the right emotion and testimonials from the communities.

- The consultant must be adaptable to changing project needs and open to feedback during the production process. This includes being able to work under various environmental conditions and locations.
- The ability to coordinate and work well as part of a team, delivering content (video) that meets brand standards and guidelines.
- Different category of stakeholders is to be consulted for the to understand the site assessment process.
- Agency are required to travelled to Northeast India and take our input for the video development and video capturing.
- The consultant is required to identify the stakeholders (working solar decentralized sectors) for the consultation

3. Technical Skills:

- The consultant must possess technical expertise in using professional-grade DSLR or mirrorless cameras, various lenses, external microphones, tripods, stabilizers, portable lighting kits, and drone cameras. Proficiency in professional editing software like Adobe Premiere Pro or Final Cut Pro is essential.
- Well versed with working on Google sheets and Docs for project coordination.
- Ability to sort the right video footage and access High-speed internet to share it online.
- Detailed timeline for the entire project to be produced within 4 days of being onboarded

4. Selection Criteria

- The consultant required 5-8 experience in video documentation,
- The consultant should have a strong ability to decentralizing solar power and addressing climate change.
- The consultant should have strong project management skills, including the full-length documentary, short clips, interviews, script and storyboard, subtitles, and raw footage.
- The consultant should offer competitive pricing while maintaining high standards of quality. A detailed cost breakdown should be provided, ensuring transparency and alignment with the project's budget.

5. Payment Terms:

Agency are invited to submit a quotation against the deliverables, payment will be considered each party agrees.



6. Timeline:

06 Weeks from signing of contract

7. Financial proposal

Submit a detailed proposal including:

- Shoot days
- Budget breakdown (equipment rentals, editing, etc.)
- Travel and lodging to be provided by SELCO Foundation.

Use below Table of Format for Financial Proposal:

Expenses	Per Cost	Total Cost
Production		
Post-Production		
Logistic & Transport		
GST%		
Total		

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/orQwHeDa77u2LUqR9> on before **06/09/2024**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“TOR for Video Documentation – Nagaland”** (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.