



Terms of Reference (TOR)

Terms of Reference (TOR) for Research Consultant for Innovation in Coffee Value Chain

Title	Research Consultant for Innovation in Coffee Value Chain
Timeline	3 Months (Duration in Month and Days)
Expected area of expertise	<ul style="list-style-type: none">• Experience in research of value chain analysis in Agri / food systems• Knowledge of coffee production, processing, and marketing is preferable
Apply Link	https://forms.gle/3Gwmsyerw7Ho4YEy9 (Apply to Procurement 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 works at the nexus of climate smart technologies and vulnerable communities. SELCO aims to partner with ecosystem stakeholders across livelihood and health sectors to develop and benchmark innovations that are inclusive, futuristic and replicable. Key focus areas of the foundation include clean energy integration, energy efficiency in appliances, innovative climate smart technologies, sustainable and productive workspaces and documenting best practices to address inequity via bridging ecosystem gaps.

2. Goals and Objectives

Conduct a detailed analysis of coffee value chains to identify scope for inclusive and climate smart technologies. By understanding the pre-during and post-harvest processes across the value chain the aim of the study is to identify gaps and opportunities for designing climate resilience programs. Highlighting sustainable practices and the integration potential for energy optimization and clean energy

integration at different levels are need to the key elements of the study. The researcher needs to identification of suitable geographies for in-depth analysis, assess the current scenario in selected regions, map key stakeholders, prioritize and consider coffee-allied value chains, and identify potential for improving and enhancing lives and livelihoods of under-served stakeholders within the value chain while considering environmental sustainability of the crop.

3. Scope of Work

1. Coffee Value Chain Analysis:

- a. **Analyze** pre-during-postproduction processes, market dynamics, and challenges faced by stakeholders. Conduct a literature review and desk research on the coffee value chain in India.
- b. Develop an ecosystem **map** of potential stakeholders working within the coffee value chain (highlight any and all stakeholders working to make it more equitable and sustainable). This mapping can be done at a global and national level via secondary research prior to identifying regional primary research locations.
- c. Conduct **field visits** to coffee-producing regions to gather data and insights from stakeholders. Conduct interviews with farmers, cooperatives, processors, exporters, and government officials. Identify key players, including farmers, cooperatives, processors, exporters, and retailers and create user profiles.
- d. Assess the potential for **innovation** from input to value addition and diversification within the coffee value chain.

2. Technology / Innovation Assessment:

- a. Identify technologies for various stages of the coffee value chain.
- b. For each technology type identify vendors and supplier
- c. Benchmark technical specifications (especially for small and medium scale/ distributed units)
- d. Create a market research document for the technology landscape
- e. Identify scope and gaps for technology innovation
- f. Evaluate the technical and economic feasibility of integrating suggested innovation, clean energy or energy optimization technologies

- g. Assess the potential benefits and challenges of the same.
- h. For recommendations beyond technology design program that can help demonstrate/ test hypothesis proposed
- i. For any clean energy integration/ energy optimization opportunities develop testing/ piloting program design that can help showcase the social, financial and environmental benefits
- j. Analyze the potential benefits for farmers, communities, and the environment.

Proposed Regions (long list, for conducting detailed on ground primary analysis any 2 states can be chosen, 1 from each region)

- **Southern India:** Karnataka, Kerala, Tamil Nadu
- **Northeast India:** Assam, Arunachal Pradesh, Nagaland

4. Requirement:

- Experience in conducting value chain analysis in Agri / food systems
- Knowledge of coffee production, processing, and marketing is preferable
- Strong analytical and research skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Experience working in rural areas and with diverse stakeholders

5. Timelines:

The consultancy will be offered for 3 Months once the onboarding is complete.

6. Selection Criteria:

The technical proposals will be evaluated based on the following general areas:

1. **Expertise in past relevant work:** Entities with a minimum of 5 years of experience in Agri / food systems research and development.

2. **Proven Track Record:** Prioritize entities with a track record of researching and developing strategy for coffee production, processing, and marketing particularly those focused on integrated solutions and socio-economic development through technology.
3. **Team:** The proposal needs to include CVs of key personnel / organizational credentials, past work samples, and detailed costing.
4. **Workplan:** charts showing timelines and dependencies as well.
 - Proposal including approach and methodology
 - Workplan
 - A detailed budget for the deliverables
 - Sample examples of past work and other supporting documents based on the criteria of selection

The proposals will undergo internal review and evaluation. If they align with our requirements and selection criteria, further correspondence will be communicated.

7. Payment Terms:

Mutual agreed as per the agreement between consultant and SELCO Foundation.

Provide split costs as follows:

Please provide your proposal and quotation for the below-mentioned program requirements. Capture Timelines and Split cost wherever possible.

Sl. no	Items	Unit cost	Total
1	Professional fee		
2	Develop Tools, Questioners Design Preparation and printing details and cost (if any)		
3	Logistics (fuel, stay and food)		
4	Post-Research Reports and Findings		

Please provide a break-up of the costs as agreement quotation for the service provided on an official letterhead with signatures and stamps, wherever needed.

Please mention your name, address, contact information along with correct bank details and signature in the agreement quotation.

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/3Gwmsyerw7Ho4YEy9> on before on **10th Oct, 2024**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Senior Research Fellow for Innovation in Coffee Value Chain”** (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.