



## Terms of Reference (TOR)

### Module on Fundamentals of Organic Agriculture, Package of practices of crops and Certification Process; Referring to Sahaja Organics

|                                   |   |
|-----------------------------------|---|
| <b>Title</b>                      | <b>Module on Fundamentals of Organic Agriculture and Package of practice and certification process</b>  |
| <b>Timeline</b>                   | <b>03 Months</b>  |
| <b>Expected area of expertise</b> | <ul style="list-style-type: none"><li>• Experience in Training module development and Content development</li><li>• Technical knowledge in agriculture and organic farming.</li></ul> |
| <b>Email and website</b>          | <a href="https://forms.gle/jSmtWw73CTmZkMvG8">https://forms.gle/jSmtWw73CTmZkMvG8</a><br>(Contact Procurement for Form Link)  |
| <b>Last Date of Application</b>   | <b>02<sup>nd</sup> January, 2025</b>  |

#### **About SELCO Foundation:**

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to link environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies where all communities have access to essential services. SELCO Foundation's Agri & Allied program focuses on empowering farmers and rural communities through sustainable agriculture practices, thereby creating an impact in terms of improved energy-efficient technology, increased crop yields, enhanced livelihoods, and reduced carbon footprint. To know more about SELCO Foundation, visit [www.selcofoundation.org](http://www.selcofoundation.org).

#### **1. Summary of the project:**

SELCO Foundation, plays a pivotal role in addressing climate change by promoting sustainable energy solutions, particularly solar power, to underserved communities. In this view SELCO Foundation recognizes the importance of organic farming because of the following reasons:

Organic farming is an age-old science of cultivating the food crops, with explosion of Population leads to resort for the use of chemicals and fertilizers for high production of FOOD CROPS ACROSS THE GLOBE. This lead use of hugh chemicals lead to soil degradation and Agriculture becoming

unsustainable across the value chains. In this scenario the Organic Agriculture /natural farming etc are returning triumphantly.

SELCO Foundation is dedicated to supporting farmers who are engaged in organic farming by collaborating with Sahaja Organics, a FPO based out in the outskirts of Bengaluru, probably first of kind of FPO where the Organic Agriculture is prime activity. Sahaja successfully sailed the initial hiccups and now it became successful FPO with turnover of 20 crore annually

This partnership is focused on bridging the knowledge gaps that many farmers face when transitioning from conventional to organic farming methods. To achieve this, SELCO Foundation and Sahaja Organics are working together to develop comprehensive training modules that cover various aspects of organic farming. These modules provide farmers with a deep understanding of the fundamental principles of organic agriculture, including soil health management, crop rotation, pest control and sustainable farming practices.

To further engage stakeholders and ensure effective collaboration, SELCO Foundation is in the process of onboarding agency for the development of Training Modules based on Sahaja Organics organic farming practices (fundamentals and package of practices) and the certification processes.

To further engage stakeholders and ensure effective collaboration, SELCO Foundation is in the process of onboarding a consultant for the **“Module Development on Fundamentals of Organic Agriculture and Package of practice and certification process”**.

## 2. Goals and Objectives

### Goal

The program aims to create training modules covering the fundamentals of organic farming, recommended practices and the certification processes followed by Sahaja Organics. By documenting best practices, the program will assist farmers transitioning from conventional to organic farming, while also helping them to gain expertise and improve their proficiency in organic farming through the adoption of these effective practices.

### Objective

- Developing a training module on organic farming and best practices for farmers serves several important purposes. Firstly, it equips farmers with the essential knowledge and skills needed to successfully transitioning from conventional farming to organic farming methods. By understanding the core principles of organic farming,

farmers can enhance their productivity sustainably without relying on harmful chemicals.

- The training module also provides practical guidance on implementing organic practices, ensuring that farmers can maintain high-quality, chemical-free produce while adhering to organic certification standards.
- By documenting and sharing best practices, the module ensures that farmers learn from successful examples and avoid common pitfalls. Moreover, it enhances farmers' market access by preparing them for organic certification, which opens up premium markets for organic products.

### 3. Scope of Work

The work will involve developing training Module for the target audiences including interactions with the Sahaja FPCL and farmers, doing secondary research on the required aspects of organic farming and developing training modules (by means of documents) which can be used in totality and in modular formats to help build capacities, co-develop programs for the target audiences. Through this exercise, the aim is to capture the concepts, best practices, certification agencies and the process involved for the same in order to give a complete understanding of the organic farming practices, transitioning and certification process, challenges, ways to overcome from the same. The document should also be able to guide other farmers, FIG's, FPO's to be able to replicate these programs in their own contexts and geographies.

| Topic   | Module Details   |
|---|--|
| <p><b>Module-I</b><br/><b>Training Module on Organic farming fundamentals.</b></p> <p>To develop a training module on organic farming practices and fundamentals followed by Sahaja Organics.</p> | <p><b>Audiences:</b> Sahaja farmers, FIG's, FPO etc</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Introduction to organic farming</li> <li>• How the conventional Agriculture affecting the life on the earth.</li> <li>• Importance of soil health vs productivity</li> <li>• Organic farming scenario in the World, India and Karnataka</li> <li>• Core principles of organic farming</li> <li>• Soil and crop management</li> <li>• Nutrient management and fertilization</li> <li>• Challenges in adoption of organic farming practices</li> <li>• Demand and supply</li> <li>• Market expectation vs Reality.</li> <li>• Gap in Adoptions.</li> <li>• Government initiatives to promote the Organic.</li> <li>• Conclusion and future of organic farming Documenting Case studies and success stories of Sahaja farmers.</li> </ul> |

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|  | <p><b>Target Audience:</b> Individual farmers, FIG's, FPO's, PG's, stakeholders practicing organic farming.</p>   |
| <p><b>Module-II</b></p> <p><b>Training Module on package of practices for organic farming</b></p> <p>Module to be focused on documenting the best package of practices followed by Sahaja farmers for the cultivation of field crops, fruits and vegetables.</p> | <p><b>Audiences:</b> Sahaja farmers, FIG's, FPO etc</p> <p><b>Content:</b><br/> Package of practices for the crops grown by the Sahaja farmers namely for 20 crops grown in Sahaja organics.</p> <ol style="list-style-type: none"> <li>1) Pulses</li> <li>2) Vegetables</li> <li>3) Fruits</li> <li>4) Cereals</li> </ol> <p>Crop wise separately the following practices need to be covered</p> <ul style="list-style-type: none"> <li>• Soil fertility management practices</li> <li>• Crop selection and planning</li> <li>• Nutrient management</li> <li>• Pest and disease management (elaborate on integrated pest and disease management)</li> <li>• Weed management and irrigation and water management</li> <li>• Post harvest management and storage</li> <li>• Challenges in implementing package of practices.</li> </ul> <p><b>Target Audience:</b> Individual farmers, FIG's, FPO's, PG's, stakeholders practicing organic farming. <b>Crop wise leaflet need to present</b></p> |
| <p><b>Module – III</b></p> <p><b>Training module on Certification process for organic produce.</b></p> <p>Module to be focused on the certification agencies and the process followed by Sahaja Organics.</p>  | <p><b>Audiences:</b> Sahaja farmers, FIG's, FPO etc</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Introduction to organic certification</li> <li>• Various certification agencies</li> <li>• Certification agencies followed by Sahaja organics</li> <li>• Certification standards and regulations</li> <li>• Steps in organic certification process</li> <li>• Transitioning to organic farming for certification</li> <li>• Market access and certification benefits</li> <li>• Challenges and solutions in organic certification.</li> </ul> <p><b>Target Audience:</b> Individual farmers, FIG's, FPO's, PG's, stakeholders practicing organic farming.</p>   |

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| PPT on the certification process, Flyer. |
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### 3. Site Locations:

Sahaja Organics

**Address:** near Aagara Lake Road, Siddanapalya, Badamanavarathekaval, Karnataka 560082

### 4. Deliverable

The deliverables for the partner Agencies/ Companies/ Organizations will be structured as a series of tasks. The deliverables are as follows:

| Sl. No  | Deliverables | Description   | No of Document   |
|---|--------------|---|--|
| 1.  | Module-I     | Training Module on Organic farming fundamentals.              | One Document in PDF not more than 30 pages. and PPT slides minimum 20 slides   |
| 2.  | Module-II    | Training Module on package of practices for organic farming   | Crop wise leaflet need to present (around 20 crops need to develop 3-page foldable leaflet.)                                 |
| 3.  | Module – III | Training module on Certification process for organic produce. | PPT on the certification process, Flyer.<br><br>One Document in PDF not more than 20 pages. and PPT slides minimum 15 slides |
| <b>All modules should be editable soft copy with completion of design and ready to print.</b> |              |   |  |
| <b>Estimated comprehensive timelines</b>  |              |   | <b>3 Months</b>  |

## **5. Requirements:**

- Agency / Individual can apply in this project
- Agencies / Consultant with experience in Training Module Development and Content development.
- Proven experience of 2-3 years in Agri and allied business, Organic farming activities with active market idea.
- Technical knowledge and familiarity with agriculture in general and organic farming practices in particular.
- Having efficient team for problem statement, research, data collection and documentation
- Fluency in English and knowledge of other local languages
- Exceptional communication skills, both written and verbal
- Demonstrated proficiency in organic farming.
- Strong knowledge in Agri allied market and accessible for various stakeholders such as FPOs, end users, Agri startups, farmers/FPOs, NGOs etc
- Those interested may apply with the following information:
  1. The candidate CV, Portfolio with evidence of relevant work experience and education
  2. Portfolio showcasing relevant work in Module development, Content creation, research, FPO's reach, business development
  3. Financial quote with costs against the deliverables with more detail and breakup

## **6. Selection Criteria:**

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

- All relevant files, including editable versions of the deliverables, need to be provided by the Agency / Consultant.
- Ability to bring innovative and effective approaches to module development, ensuring engagement and knowledge retention.
- A clear and comprehensive proposal that outlines the approach, methodology and deliverables for each module.
- Provide references from previous clients or partners, along with testimonials that speak to the quality and impact of the training modules developed.
- The Agency / Consultant should have experience handling similar projects, assignments, contracts & challenges.
- The proposals submitted by the Agency / Consultant will be evaluated and examined by an expert in-house committee. The final selection will rest with the competent authority of the SELCO Foundation.

- Kindly mention your name, address, contact information along with correct bank details and signature in the proposal and quotation.
- The financial proposal will be evaluated based on expertise, cost, lead-time and proposed payment terms.

**7. Timelines:**

The Consultant will be Onboarded for this project period of **03 months**, during which the Consultant is required to complete and deliver all the assigned tasks. The period mentioned is subject to changes based on the project's complexity and scope of the work.

| SL No | Activities/Sub Activities  | Time                              |
|-------|--|-----------------------------------|
| 1     | Submission of Detail Work Plan                                       | 3 days after signing the contract |
| 2     | 1 <sup>st</sup> Module Submission                                    | 25 <sup>th</sup> January 2025     |
| 3     | 2 <sup>nd</sup> Module Submission                                    | 20 <sup>th</sup> February 2025    |
| 4     | 3 <sup>rd</sup> & Final Module Submission with correction and revied | 25 <sup>th</sup> March 2025       |

**8. Financial Proposal:**

- The financial quote should include costs for all the Deliverables
- Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
- Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.

**8.a. Sample Format for Submit Financial proposal:**

Pls include detail breakup and

| Financial Proposal Breakup |                                     |                |           |            |
|----------------------------|-------------------------------------|----------------|-----------|------------|
| S.No                       | Budget Specific as per Deliverables | No of Document | Unit Cost | Total Cost |
| 1                          | Module-1                            |                |           |            |
| 2                          | Module-11                           |                |           |            |
| 3                          | Module-111                          |                |           |            |

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| 4 | Data Collection      |  |  |  |
| 5 | Travel and Logistics |  |  |  |
| 6 | Tax (if Applicable)  |  |  |  |
|   | <b>Total</b>         |  |  |  |

## 9. Payment Terms:

The consultancy fee would be paid against the deliverables submitted. There will be 3 total payment instalments as follows:

|   |   |
|---|---|
| <b>40% - First payment installment</b>  | Invoice to be submitted <b>Against Signing of contract</b>                                  |
| <b>30% - Second payment installment</b> | Invoice to be submitted based on completion and submission of the Module 1.                 |
| <b>30% - Third payment installment</b>  | Invoice to be submitted based on Completion of All deliverables and Approval by SELCO Team. |

### Note:

- Deliverable based payment release.
- The quotation is inclusive of all necessary taxes and applicable costs.
- Other than the proposed amount, no additional amounts will be paid for fuel, phone charges, etc.
- Deliverables need to be submitted as per the given timeline or before the expected date.
- Consultancy fees must showcase all inclusions and exclusions.

## 10. To apply

Interested individuals, with relevant experience (please include portfolio and links of relevant work) are requested to reach out with a Statement of Purpose giving a brief on how the opportunity aligns with their goals, including budgets (with break-ups and explanation), timelines and milestones and submit the same to the google form <https://forms.gle/jSmtWw73CTmZkMvG8> on **before 02<sup>nd</sup> January, 2024.**

Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **Module on Fundamentals of Organic Agriculture and Package of practice and certification process**

**Note: The application will be evaluated on a rolling basis.**



## **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.