



TERMS OF REFERENCE
for conducting a climate vulnerability study and urban poor livelihood
study in 3 II tier cities, Hubli-Dharwad, Bhubaneshwar and Puri

Title	Climate vulnerability study and urban poor livelihood study in 3 II tier cities, Hubli-Dharwad, Bhubaneshwar and Puri Climate risk assessments across 3 cities – Hubli-Dharwad, Puri and Bhubaneshwar to examine the intersection of climate hazards with urban poor livelihoods
Timeline	10 weeks
Expected area of expertise	The consultant or consultancy firm should have the following qualifications and experience: <ul style="list-style-type: none">• Expertise in Climate Change and Urban Resilience: Demonstrated experience in climate risk assessments and vulnerability mapping in urban areas.• Experience in GIS and Remote Sensing: Proficiency in GIS, satellite imagery analysis, and spatial data interpretation.• Knowledge of Local Context: Familiarity with the socio-economic and environmental conditions of Indian cities, particularly Hubli-Dharwad, Puri, and Bhubaneshwar.• Multidisciplinary Team: Experience working with multidisciplinary teams, including urban planners, environmental scientists, climate experts and local authorities.• Demonstrated Reporting and Communication Skills: Ability to prepare comprehensive reports and communicate findings effectively to both technical and non-technical stakeholders.
Apply Link	https://forms.gle/Y276ak77HMMSNFaj6 (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/>)



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1. Introduction

This Terms of Reference (ToR) document outlines the scope, objectives, methodology, deliverables, and other key details for conducting two important studies:

- Climate Vulnerability Study in Hubli-Dharwad, Bhubaneswar, and Puri.
- Urban Poor Livelihood Study in the same three cities.

These studies will focus on understanding the effects of climate change and its implications for vulnerable communities, specifically urban poor populations, in the selected cities.

2. Background

Climate Vulnerability Study: Climate change is expected to increase the frequency and intensity of extreme weather events, such as floods, heatwaves, and storms, affecting urban environments and vulnerable populations. This study aims to assess the vulnerability of Hubli-Dharwad, Bhubaneswar, and Puri to climate risks and identify the adaptation measures required.

Urban Poor Livelihood Study: Urban poor populations are particularly vulnerable to socio-economic challenges, exacerbated by climate change. This study will assess the livelihoods of urban poor communities in the three cities, with a focus on how climate-related risks may further affect their well-being and economic stability.

3. Objectives

Climate Vulnerability Study:

- Assess the current and future climate risks in Hubli-Dharwad, Bhubaneswar, and Puri.
- Identify vulnerable areas and communities, especially urban poor neighborhoods.
- Analyze local infrastructure resilience and the ability to cope with climate-related events.
- Recommend adaptation strategies for the cities and vulnerable communities.

Urban Poor Livelihood Study:

- Analyze the livelihood strategies of urban poor communities in the three cities.
- Assess the socio-economic impacts of climate change on their livelihoods.
- Identify key factors that enhance or hinder their resilience to climate change.



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- Propose sustainable livelihood strategies to improve the resilience of urban poor communities in the face of climate change.

4. Scope of Work

A. **Study Areas:** The study will focus on three cities—**Hubli-Dharwad, Bhubaneswar, and Puri.**

- **Climate Vulnerability Assessment:**
 - Identify key climate risks (e.g., flooding, heatwaves, cyclones, etc.).
 - Heat Island Mapping:
 - Assess urban heat island effects, particularly in densely populated or heavily urbanized areas.
 - Map heat islands and identify hotspots in each city.
 - Analyze the impact of urban heat islands on the health and well-being of vulnerable populations.
 - Evaluate the exposure, sensitivity, and adaptive capacity of the cities and their vulnerable populations.
 - Use climate data (historical and projections) to assess trends and risks.
 - Develop vulnerability maps for each city.
 - **Livelihood Assessment:**
 - Conduct a baseline survey of urban poor communities.
 - Document livelihood patterns and vulnerabilities.
 - Assess access to basic services such as water, sanitation, housing, healthcare, and education.
 - Identify climate-induced impacts on livelihoods (e.g., displacement, loss of income, lack of resources).
 - Analyze social, economic, and political factors affecting livelihood resilience.
 - **Energy Accessibility:**
 - Assess access affordable, and reliable energy sources for urban poor populations.
 - Evaluate the impact of energy access on climate vulnerability and livelihood resilience.
- B. **Data Collection Methods:**
- Quantitative: Surveys, interviews, and statistical data analysis.
 - Qualitative: Focus group discussions, key informant interviews, participatory assessments.
 - GIS Mapping: To map climate vulnerability hotspots and livelihood areas.



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5. Methodology

a. Desk Review:

- Review of relevant reports, climate data, and existing studies on urban poor livelihoods and climate vulnerability.
- Existing policies, Master plan, Smart City Plan, Climate action Plans, Heat action plans, Disaster management plan, Renewable Energy Policy, Solar policy

b. Field Data Collection:

- Surveys with households, community leaders, local authorities, and stakeholders in the urban poor areas.
- Participatory workshops for collecting local perceptions on climate risks and livelihood challenges.

c. Data Analysis:

- Statistical and qualitative analysis to identify trends, challenges, and opportunities.
- Climate vulnerability will be analyzed using frameworks like the IPCC risk framework or the AR5 assessment guidelines.

d. Stakeholder Consultation:

- Meetings with local government bodies, NGOs, community organizations, and other stakeholders for inputs and validation.

e. Report Preparation:

- Drafting and submission of interim and final reports for review and feedback from key stakeholders.

6. Key Deliverables

- a. Inception Report: Detailing the study design, methodology, work plan, and timeline.
- b. Field Report: Preliminary findings from field data collection and analysis.
- c. Final Report: A comprehensive report that includes:
 - i. Climate vulnerability assessment with recommendations for adaptation measures.
 - ii. Livelihood analysis with recommendations for improving resilience among urban poor communities.
 - iii. A policy brief highlighting key findings and strategic interventions.
 - iv. Maps, charts, and visual aids supporting the analysis.
- d. Presentation to Stakeholders: A presentation summarizing the findings and recommendations for key stakeholders, including government agencies, NGOs, and community leaders.



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7. Timeline

SI No.	Task	Timeline
1	Inception Report Submission	2 weeks from start date
2	Field Data Collection	4–6 weeks
3	Data Analysis	3 weeks
4	Draft Report Submission	2 weeks after data analysis
5	Stakeholder Consultation & Final Report	2 weeks after draft report
6	Final Deliverables	10- 12 weeks from start date

Note:

- Orientation and discussion sessions to be held with the Core team of SELCO Foundation at every stage of the process

8. Eligibility Criteria:

- **Expertise in Climate Change and Urban Resilience:** Demonstrated experience in climate risk assessments and vulnerability mapping in urban areas.
- **Experience in GIS and Remote Sensing:** Proficiency in GIS, satellite imagery analysis, and spatial data interpretation.
- **Knowledge of Local Context:** Familiarity with the socio-economic and environmental conditions of Indian cities, particularly Hubli-Dharwad, Puri, and Bhubaneshwar.
- **Multidisciplinary Team:** Experience working with multidisciplinary teams, including urban planners, environmental scientists, climate experts and local authorities.
- **Demonstrated Reporting and Communication Skills:** Ability to prepare comprehensive reports and communicate findings effectively to both technical and non-technical stakeholders.

9. Selection Criteria:

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

- Agency will be evaluated based on prior work experience/ portfolio
- Agency to understand the core value and mission of the organization, SELCO Foundation
- Agency to understand the goal and objectives of the proposed project
- Agency to have a qualified team with relevant experience
- Agency to have prior knowledge of working with NGOs
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms.



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10. Payment Terms:

Fixed as per the agreement between consultant and SELCO Foundation. Please provide your proposal and quotation for the above-mentioned program requirements. Capture Timelines and Split cost wherever possible.

- i. 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.
- ii. Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
- iii. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
- iv. The quotation is inclusive of all necessary taxes and applicable costs.
- v. Other than the proposed amount, no additional amounts will be paid as fuel, phone charges, etc.
- vi. Deliverables need to be submitted as per the given timeline or before the expected date.

11. Payment Timeline

First payment instalment:	40% advance payment.
Second payment instalment:	60% upon submission of all deliverables

Financial Proposal:

Sample financial proposal for the reference please submit a 3 separate financial proposal as per cities wise, with including detail breck up of expenditure.

Financial Proposal Breakup - Micro-Climate Study and Urban Poor Livelihoods Study in Hubli-Dharwad			
S.No	Budget Specific as per Deliverables	Cost	Total Cost
1	Field Data Collection		
2	Data Analysis		
3	Draft Report Submission		
4	Stakeholder Consultation & Final Report		



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5	Travel Accommodation and miscellaneous		
6	GST %		
	Total		

12. To apply

Interested consultants / organizations, 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/Y276ak77HMMSNFAj6> on or before **05th Jan 2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Climate vulnerability study and urban poor livelihood study in 3 II tier cities, Hubli-Dharwad, Bhubaneshwar and Puri”**

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



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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.



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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



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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.
