



## Terms of Reference (TOR)

This Terms of Reference (TOR) for conceptualizing, designing and implementing Sustainable Model Vision Centre

<b>Title</b>	Transforming vision centers in Karnataka into sustainable models involves integrating solar energy, passive design to enhance energy efficiency and advanced technologies like AI-based diagnostics and telemedicine to improve accessibility and care delivery. Patient-centred layouts prioritize comfort and well-being, creating scalable, eco-friendly healthcare benchmarks.
<b>Timeline</b>	<b>10 weeks</b>
<b>Expected area of expertise</b>	<p><b>Public health, HealthTech innovations, experiential space design, Built-environment implementation, vision center guideline and template development</b></p> <p><b>Health Tech for Low-resourced public health settings:</b></p> <ul style="list-style-type: none"><li>• Biomedical Engineer, with minimum eight-year experience on Health Tech Innovations, Digital Health Solutions and process and model design to establish model vision centers in low-resourced public health settings</li><li>• Should possess experience in designing and implementing health facilities with a focus on the end-user, including both patients and staff, to enhance their experience, support recovery, and promote overall well-being. Experience in deployment of sustainable and energy-efficient Medical Equipment for a model vision center – with primary focus on facilitating comprehensive care within limited public health settings.</li></ul> <p>Should have access to health care experts to provide insights into operational requirements and patient care needs.</p> <ul style="list-style-type: none"><li>• Should have access to technical experts to design Vision centers and systems that ensure optimal air quality and infection control.</li><li>• Proficiency in user experience and ergonomics to ensure designing spaces that prioritize comfort, usability, and accessibility for staff and patients. The design should focus on addressing psychological and emotional well-being, fostering a healing environment that enhances overall satisfaction ensuring energy efficiency and thermal comfort</li><li>• Designs should adhere to national health and design standards</li></ul>
<b>Apply Link</b>	<p><a href="https://forms.gle/jadeMPrxJdUUgY4e6">https://forms.gle/jadeMPrxJdUUgY4e6</a></p> <p>(Contact Procurement for Form Link)</p>



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### 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/>)

### About Energy for Health

To strengthen delivery of healthcare for over 170 million people by reliably and sustainably powering 25,000 public health facilities in remote, rural, climate and socio-economically vulnerable regions across 12 states in India by 2026. Healthcare today, without considering the potential services to the un-catered populations in the world, is the 5th most polluting industry. The proposed program can help improve the quality of health services in a decentralized manner, while also making it a less carbon intensive sector. This program can prove to be the low hanging fruit for achieving SDG13 and SDG3 via SDG7. We believe that provision of 100% renewable energy and green building infrastructure for healthcare facilities, will democratize the much-needed health services in the remote regions within India and account for future pandemic preparedness. The broader goal: To use decentralized renewable energy to facilitate good health, improved wellbeing, last mile delivery of health services, reduced mortality, etc. through the integration of technological, delivery, process, and financial innovations into public healthcare services.

### Project Background

Vision health remains a critical challenge in Karnataka, with a prevalence of treatable blindness at 6.6%, highlighting the need for accessible and efficient eye care services. Bilateral cataracts are the leading cause, affecting 78.7% of the blind, while only 12.1% of those in need have undergone cataract surgery. The National Family Health Survey (2021) further revealed that 37% of Karnataka's population experiences some form of vision-related health issue, underscoring the widespread impact on quality of life and productivity.

Addressing this issue through model vision centers is essential to provide equitable, high-quality care. Such centers can serve as hubs for early screening, advanced treatment, and public awareness campaigns. By integrating sustainable infrastructure, cutting-edge medical technology, and patient-centered care, they can reduce the burden of preventable blindness and improve overall eye health outcomes.



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### **Goal**

The goal of this project is to develop a benchmark for vision health services with sustainable, energy-efficient, and inclusive vision center design - Prioritizing comfort, accessibility, and the well-being of both staff and patients by conceptualizing plan for upgrading primary health centers/ community health centers to include model vision centers.

### **Objectives**

The objective of this project is to design and conceptualize a model vision centre that showcases ideal design, HealthTech facilities, and delivers comprehensive vision care services in low-resourced public health settings.

- Develop guidelines and templates for sustainable, energy-efficient, and inclusive model vision centers which can be benchmarked.
- Design templates to include quickly deploy-able, scalable solutions which can be replicated in other health centers to:
- Upgrade identified primary health centers/ community health centers to include model vision centers, showcasing ideal design and healthtech facilities delivering comprehensive vision health services.
- Enhance accessibility and comfort for patients, staff, and visitors, prioritizing inclusivity and universal design principles.
- Implement energy-efficient design strategies (Active and passive) and innovative health technologies to reduce the environmental footprint of the health centers.
- Create healthy and experiential spaces that promote healing, recovery and enhance comfort and well-being of staff and patients.

### **Broad areas of work identified:**

1. Conducting exposure visits, consultations with subject matter experts, health staff, community members, and other stakeholders to incorporate technical inputs and needs into design.
2. Developing detailed comprehensive design and operational template to establish model vision centres - promotes accessibility, patient flow, and a healing environment leading to improved productivity and wellbeing among end users – Including staff, patients and the community.
3. Expansion plan for government-run health centers in Karnataka to include model vision centers – complete with DRE solutions, energy efficient and innovative MedTech and climate-adaptive built environment, detailed CapEx and OpEx needed along with tech specifications



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5. Ensuring compliance with local and international health standards and regulations.

By achieving these objectives, the project will result in a well-designed, functional, and sustainable model vision center that meets the needs of the community and adheres to the highest standards of healthcare design which can be benchmarked as global standard.

### Detailed Scope of Work

#### *I. Secondary research:*

Conduct comprehensive research on best practices and standards in model vision center facilities and analyze case studies of successful vision centers globally.

#### *II. Assessing need through FGD and expert consultations:*

Engage with stakeholders, including healthcare professionals and subject matter experts, to gather insights and ensure that the design aligns with the latest vision care needs and practices. Identify the essential services and facilities required for the model vision centre based on these consultations, ensuring that the design accommodates all necessary functions and supports effective delivery of comprehensive care for vision health.

#### *III. Concept Development*

Detailed Concept templates focusing on creating a design solution that integrates energy efficiency, universal accessibility, and space optimization. The design should ensure a comfortable environment for all users to enhance vision health, recovery, wellbeing, and productivity.

Plan the layout to include all essential facilities and equipment as identified, adhering to national and global health standards, guidelines, and building codes. Ensure the design promotes optimal flow and functionality within the spaces while emphasizing energy efficiency and sustainability. In addition to energy efficient HealthTech and DRE solutions, the design developed should consider accessibility and inclusivity - Universal design, signage and navigation and assistive technologies

The Concept template to also include detailed proposal, budget, mapping of partners district-wise – right from NGOs, Academic institutions, Technology Partners, Potential CSRs and timeline, implementation steps, monitoring and supervision components for Karnataka and India

#### *VI. Stakeholder Review and Feedback*

Review the established concept design for Model Vision Centers with stakeholders to gather feedback and make necessary adjustments based on their input.



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### List of deliverables and timelines

Sl. No	Items	Timeline
01	Project Brief and Scope presentation <i>Based on discussion with stakeholders, design requirements and site conditions.</i> <i>Please note: Any site visits required should be included within the timelines</i>	1st week from signing the contract
02	Research Report <i>Secondary research on Model Vision center, best practices, case studies, Indian and global standards and codes</i>	2nd week from signing the contract
03	Conceptual Design presentation - Guidelines for a Model Vision Center including infrastructure, HR, technology complete with technical considerations and budget needed to operationalize it within limited government health settings	3 <sup>rd</sup> Week to 6 <sup>th</sup> week from signing the contract
04	Review and finalize guidelines for a Model Vision Centre <i>Conceptual plans and sections with specifications, budget based on the revisions requested.</i>	6 <sup>th</sup> week to 10 <sup>th</sup> week from signing the contract
	<b>Estimated comprehensive timelines: 10 weeks from signing the contract</b>	

### Note:

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

### Timelines:

10 weeks for stakeholder meetings, site visit, concept development, producing relevant drawings & 3D visuals, HR and infrastructure requirement, complete with technical specifications and budget needed and necessary revisions to operationalize model vision centres within limited public health settings in Karnataka



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### Eligibility Criteria:

- Individual or agency that has experience in vision and health care design with all necessary services
- Individual or agency that has overall 5years of experience in designing and implementation
- Individual or agency that has worked on context suitable and cost-effective designs.

### 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 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.

### Financial Proposal:

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.

1. 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.
2. Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
3. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
4. The quotation is inclusive of all necessary taxes and applicable costs.
5. Other than the proposed amount, no additional amounts will be paid as fuel, phone charges, etc.
6. Deliverables need to be submitted as per the given timeline or before the expected date.

### Payment schedule:

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



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### 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/jadeMPrxJdUUgY4e6> on or before **15<sup>th</sup> January, 2025**.

Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **“conceptualizing, designing and implementing Sustainable Model Vision Centre”**

## 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



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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.



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### 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.

1. 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.



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### **10. 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.