



Terms of Reference (TOR)

Terms of Reference for Integrated Decision Support Platform (Dashboard and Analytics) | One Health Centre, Meghalaya

Title	Dashboarding and analytics for One Health Centre in Meghalaya
Timeline	12 months
Expected area of expertise	<p>1. Technical Expertise</p> <p>a. Dashboard Development & Web Technologies</p> <ul style="list-style-type: none">• Experience in full-stack web development for interactive dashboards.• Proficiency in front-end frameworks like React, Angular, or Vue.js for UI development.• Knowledge of backend technologies such as Node.js, Django, Flask, or Spring Boot.• Familiarity with cloud-based dashboard hosting (AWS, Azure, Google Cloud). <p>b. Data Integration & Database Management</p> <ul style="list-style-type: none">• Expertise in data architecture and database management (SQL, NoSQL, PostgreSQL, MongoDB).• Experience in API development and integration (RESTful APIs, GraphQL) for connecting diverse data sources.• Understanding of ETL (Extract, Transform, Load) processes for real-time or batch data updates. <p>c. Geographic Information Systems (GIS) & Spatial Analytics</p> <ul style="list-style-type: none">• Experience in GIS tools like ArcGIS, QGIS, Google Earth Engine, or OpenStreetMap.• Ability to develop spatial data layers and visualizations for environmental and disease mapping.• Proficiency in geospatial data processing and remote sensing. <p>d. Artificial Intelligence (AI) & Predictive Analytics</p> <ul style="list-style-type: none">• Knowledge of AI/ML techniques for forecasting health and environmental risks.• Proficiency in Python, R, TensorFlow, PyTorch, or Scikit-learn for predictive modeling.• Experience in building early warning systems based on historical and real-time data. <p>e. Data Visualization & Business Intelligence (BI) Tools</p> <ul style="list-style-type: none">• Expertise in BI tools like Power BI, Tableau, Google Data Studio, or Superset.• Ability to develop interactive charts, graphs, and heatmaps for easy decision-making.



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	<ul style="list-style-type: none">• Experience in developing drill-down features for granular insights. <p>2. Domain Knowledge: Public Health and Epidemiology, Animal health (zoonotic diseases), climate and environmental health, Project Management and Stakeholder engagement, Capacity building, Policy Integration, Cyber security and governance.</p>
Apply Link	https://forms.gle/aaFWYm1FqdqmLiYv7

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. Background on SELCO's Energy for Health program:

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.

Goal:

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.



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2. Background

A One Health Centre is designed to foster interdisciplinary collaboration across public health, environmental science, veterinary medicine, and data analytics to address complex health challenges at the human-animal-environment interface. This initiative aligns with global strategies to prevent and mitigate zoonotic diseases, environmental hazards, and public health crises through data-driven decision-making. To strengthen surveillance, analysis, and response mechanisms, an Integrated Dashboard needs to be developed as a decision-support platform that consolidates data from multiple sectors, enabling real-time monitoring and evidence-based policymaking.

Objectives

1. To design, develop, and implement an integrated dashboard that facilitates data visualization, analytics, and reporting across domains such as climate, GIS, public health, and animal health.
2. To establish a centralized digital platform for tracking, analyzing, and responding to One Health challenges in Meghalaya through real-time data integration and predictive insights.

3. Scope of work

The development of the dashboard will involve multiple phases, covering requirement analysis, data integration, dashboard design, analytics, and reporting.

3.1 Requirement Analysis

- Conduct stakeholder workshops and interviews to gather detailed technical and operational requirements.
- Define Key Performance Indicators (KPIs) and dashboard functionalities.
- Identify data sources, data ownership, data granularity, format, and update frequency for robust surveillance.
- Map key stakeholders and assess data readiness, gaps, and challenges in cross-sectoral data sharing—essential for an integrated One Health platform.

3.2 Data Integration

- Integrate diverse datasets from multiple domains, including (based on availability):
- Climate Data: Historical and real-time weather parameters (e.g., temperature, rainfall, humidity) from meteorological sources.
- Health Data: Communicable diseases, maternal and child health indicators, and vector-borne disease trends from health department records.



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- Veterinary Data: Livestock population, animal disease surveillance, and zoonotic data from veterinary services.
- Environmental Data: Forest cover, water quality, and pollution levels from environmental monitoring systems.
- Additional data sources may be explored to enhance predictive analytics. The system must support automated data pipelines for real-time or scheduled updates.

3.3 Dashboard Design and Development

- Develop a user-friendly interface with advanced data visualization tools.
- Enable cross-domain comparisons and overlays for holistic insights (e.g., linking climate data with disease outbreaks).
- Ensure a modular design that allows future enhancements and scalability.
- Develop a responsive design for seamless access across desktop, tablet, and mobile devices.
- Embed drill-down capabilities for deeper insights into data layers.

3.4 Implementation, Analytics and Reporting

- Train and implement automated report generation tailored for different stakeholders (e.g., policymakers, researchers, nodal officers across various departments, field workers).
- Integrate alert systems to notify stakeholders of critical thresholds or unusual patterns.
- Incorporate predictive analytics to anticipate disease outbreaks and environmental health risks.

4. Key deliverables

1. Requirement Analysis Report detailing stakeholder mapping, collected inputs, data sources, and defined KPIs.
2. Fully functional, tested dashboard with integrated data sources, visualizations, and analytics.
3. Implementation materials, including user manuals, technical guides, and troubleshooting documentation.
4. Training sessions for users and administrators on system functionality.
5. A maintenance and upgrade plan ensuring scalability and system sustainability.



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5. Key Activates and Time Line

Sl. No	Items	Timeline
1	Requirement Analysis: Conduct stakeholder workshops, identify data sources and prepare a detailed requirement analysis report Design Phase: Develop Design prototypes, conduct feedback sessions and finalize the modular architecture <i>Please note: Any site visits required should be included within the timelines</i>	Month 1
2	Prototype Development: Build initial dashboard modules, integrate preliminary data sources and test basic functionalities	Month 2
3	Data Integration and testing: Finalize data pipelines, conduct functional testing and validate visualizations	Month 3-5
4	Training and Validation: Conduct user training, validate dashboard usability and refine based on stakeholder feedback Implementation includes - Training sessions, including user manuals, technical guides, and troubleshooting documentation.	Month 6-9
5	Deployment and Handover: Launch the operational dashboard, deliver documentation and finalize project close-out.	Month 9-12
	Estimated comprehensive timelines: 12 months from signing the contract	

Note:

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



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6. Timelines:

12 months for stakeholder meetings, requirement analysis, prototype design, development, data integration and testing, training and validation, deployment and handover

7. 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.

8. 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 disease surveillance, government partners.
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms.

9. 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.

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. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
3. The quotation should be inclusive of all taxes and applicable costs.
4. Other than the proposed amount, no additional amounts will be paid as fuel, phone charges, etc.
5. Deliverables need to be submitted as per the given timeline or before the expected date.



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a) Payment Timeline:

First tranche	30% advance payment.
Second tranche	30% as per Deliverables
Third tranche	20% as per Deliverables
Fourth tranche	20% after completion of all deliverables

10. 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 for this project, including budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/aaFWYm1FqdqmLiYv7> on before **05th March, 2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line: “for Integrated Decision Support Platform (Dashboards and Analytics) | One Health Centre, Meghalaya”.

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 agencies 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



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(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 of 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) **Observance of Law:** The Contractor will comply with all applicable laws, rules, regulations and statutory requirements and amendments thereof, in the manufacture and distribution of products and supplies and in providing services to the Foundation and during the term of Agreement.
 - (ii)
 - (iii) **Child Labor-** The Contractor will, 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.
 - (iv) **Forced Labor-** The Contractor will not engage in any activity that will result in forced or compulsory labor under applicable laws including the Bonded Labour System (Abolition) Act, 1976,
 - (v) **Abuse of Labor-** Contractor will act in accordance with applicable laws and regulations and will not violate the rights of labourers as stated in The Factories Act, 1948 and similar legislations.
 - (vi) **Working Hours, Overtime, Wages and Other Benefits-**Working hours, wages and benefits shall be provided by the Contractor to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.
 - (vii) **Declaration of blacklisting-** Contractor represents and warrants to SELCO that, as on the date of signing of this Purchase Order, it is neither blacklisted/ debarred nor it is under a declaration of ineligibility by Central / State or Semi-Government Organization/Department or Institutions and Public Sector Undertakings in India and abroad Contractor further undertakes to duly inform SELCO in the event it is blacklisted subsequent to execution of this Purchase Order/Work Order.
 - (viii) **Compliance with Anti-bribery Laws:** Contractor and each of its directors, officers, employees, agents or other (collectively referred to as " Contractor ") represent and warrant that it shall not either directly or on behalf of SELCO Foundation give, offer, promise to offer, or authorize the offer, directly or indirectly (proxy bribing), anything of value (such as money, shares, goods or service, gifts or entertainment) to government officials, government customers, potential government customers or foreign government officials including officials of any public international organizations or officials of any political party either in India or abroad ("Officials") with an Intent to influence any act or decision in his or her official capacity Induce the Official to do or omit to do any act in violation of his or her lawful duty to obtain any



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improper advantage, or Induce to use such Official 's influence improperly to affect or influence an act or decision.

- (ix) The Contractor shall not provide any offering, promising, giving or receive, solicit or accept a financial or other advantage, or any other thing of value, with the intention of influencing or rewarding the behaviour of a person in a position of trust to perform a public, commercial or legal function to obtain or retain a commercial advantage.
- (x) Contractor understands and acknowledges that any non- adherence to the warranty as stated herein above will be violation of the provisions of the Indian Prevention of Corruption Act,1988 and other applicable laws and legislations ("Anti-bribery Laws").
- (xi) In addition, Contractor agrees to promptly report to SELCO Foundation of any incident of breach or potential breach of this section.
- (xii) Compliance with Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH): The Contractor shall agree to 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



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- 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 Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.