



Terms of Reference (TOR)

Training module development on the Production, Processing, and Marketing of food products (Spice Products)

Title	Onboarding Agency for Develop Training module development on the Production, Processing, and Marketing of food products (Spice Products)
Timeline	02 Months
Expected area of expertise	<ul style="list-style-type: none">• Experience in Training module development and Content development• Technical knowledge in agriculture and organic farming.
Email and website	https://forms.gle/moXrKkVEj3Bdxmpi7 (Contact Procurement for Form Link)
Last Date of Application	05rd February, 2025

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.

1. Summary of the project:

The training module development is aimed to equip farmers and entrepreneurs with the necessary knowledge and skills in the production, processing, and marketing of food products especially spice products, with a focus on integrating clean energy solutions at each stage. The curriculum consists of three modules, each lasting one hour, and will combine theoretical learning with hands-on experience, including field visits and interactive tours.



2. Goals and Objectives

- To educate participants on best practices in spice production, processing, and marketing.
- To provide practical exposure through field visits and hands-on activities.
- To highlight the integration of clean energy solutions in the spice value chain.
- To equip farmers and entrepreneurs with the skills to value-add, brand, and market their products effectively.

Target Audience:

- Farmers and entrepreneurs in the spice production sector.
- Individuals or groups interested in starting a food (spice) production business.
- Those looking to incorporate sustainable practices and clean energy solutions into their agricultural or business operations.

3. Scope of Work

Locations for Visit

Dharward or Gadag in Karnataka

Module Breakdown:

Module 1: Production Practices (Example: Chili, Turmeric)

- **Objective:**

To provide an in-depth understanding of best practices in spice production, using chili as an example.

- **Content:**

- Selection of land and seeds
- Soil health and irrigation techniques
- Pest management and crop protection
- Sustainable farming techniques with a focus on clean energy integration (e.g., solar irrigation systems)

- **Field Visit:** A guided tour of a chili production farm, showcasing the implementation of clean energy solutions like solar-powered irrigation and energy-efficient farming equipment.



Module 2: Processing of Spices (Example: Chili, Turmeric)

- **Objective:**

To introduce participants to the various methods of processing spices, including drying, grinding, and packaging.

- **Content:**

- Overview of spice processing techniques
- Introduction to clean energy-powered processing methods (e.g., solar dryers, energy-efficient grinding mills)
- Safety and hygiene standards in spice processing

- **Visits & Hands-on Experience:** A visit to a solar-powered spice processing unit, where participants can observe and experience the processing techniques and the integration of solar energy into the production process.

Module 3: Value Addition, Branding, and Marketing of Products (Example: Chili, Turmeric)

- **Objective:**

To equip participants with the skills to add value to their spice products, develop strong branding, and create effective marketing strategies.

- **Content:**

- Methods of value addition (e.g., making spice blends, packaging, and labeling)
- Branding techniques and building a unique value proposition for spice products
- Marketing strategies for local and international markets
- Incorporating sustainability and clean energy practices into branding

- **Visits & Hands-on Training (HoT):** A visit to a value addition unit, where participants will learn about the process of branding, packaging, and marketing spice products, with a focus on how clean energy can be integrated into these processes.

Clean Energy Integration:

Each module will emphasize the integration of clean energy solutions at various stages of the spice production and value chain. Participants will gain insights into how solar-powered irrigation systems, solar dryers, and energy-efficient processing units can reduce costs, increase sustainability, and improve the overall efficiency of spice production and processing.



Expected Outcomes:

- Farmers / Entrepreneurs will gain practical knowledge on efficient and sustainable spice production, processing, and marketing.
- Farmers / Entrepreneurs will learn how to integrate clean energy solutions into their operations, improving efficiency and sustainability.
- Entrepreneurs will acquire skills in branding and marketing, helping them to add value to their products and reach new markets.
- A deeper understanding of the role of clean energy in modernizing agriculture and supporting sustainable business practices

4. 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

5. 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.



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- 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.

6. Timelines:

The Consultant will be Onboarded for this project period of **02 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 st , 2 nd and 3 rd Draft Modules Submission	1 st Month
4	Final Module Submission with correction and reviewed	2 nd Month

7. 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



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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			
4	Data Collection			
5	Travel and Logistics			
6	Tax (if Applicable)			
	Total			

8. Payment Terms:

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

40% - First payment installment	Invoice to be submitted Against Signing of contract
30% - Second payment installment	Invoice to be submitted based on completion and submission of the all 3 draft Modules
30% - Third payment installment	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.



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9. 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/3BfGzwMAvTZk3orV7> before **05th February, 2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **Onboarding Agency for Develop Training Module on Spice Products."**

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.



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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.