



Terms of Reference (TOR)

Assessment of Low-Income Group Housing projects across five districts representing different climatic zones of Karnataka

Title	<i>Assessment of Low-Income Group Housing projects across five districts representing five diverse climatic zones of Karnataka</i>
Timeline	02 months
Expected area of expertise	<ul style="list-style-type: none">• Field Data collection and Data Quality & Cleaning• Research and Analysis,• Data Collection and Synthesizing,• Analytical Report Writing
Apply Google Link	https://forms.gle/Zxw9oWt5yd1pjkWZA (Contact Procurement for Form Link)
Email and website	procurement@selcofoundation.org / https://selcofoundation.org/
Last Date for Apply	31 st March, 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 access services. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org>)

1. Summary of the project

India faces a significant housing challenge, including urban shortage of approximately 18.78 million units, inadequate infrastructure, and limited access to basic amenities. About 95% of this shortage affects economically weaker sections and low-income groups. These

challenges are intensified by climate vulnerabilities, inefficient building designs, and limited access to sustainable construction materials and financing options.

To address these challenges, SELCO Foundation is committed to building sustainable, energy-efficient, thermally comfortable, and climate-resilient homes that enhance the well-being of vulnerable communities. Recognizing the intersection of housing, energy access, and climate adaptation, SELCO has facilitated the construction and upgrading of homes, embedding energy-efficient technologies and practices and effective built environment. These interventions have led to enhanced thermal comfort, energy savings, and overall improvements in health and productivity for occupants. Notable efforts include the development of guidelines for energy-integrated built environments.

In this context, the proposed study aims to assess the construction challenges, sustainability performance, and post-occupancy impacts of housing for low-income groups across five districts representing five diverse climatic zones in Karnataka. The study will provide critical insights to enhance the design, construction, and implementation for building future low income groups housing initiatives, ensuring they are climate adaptive and sustainable.

2. Project Aim and objective

Aim:

The study aims to evaluate construction challenges, post-occupancy impacts, and sustainability factors of low-income group housing across Karnataka's five diverse climatic zones, develop insights to inform recommendations for enhancing the design, construction, and implementation of future housing that are climate-adaptive, sustainable, and aligned with community needs.

Objective of the Study:

- Assess the sustainability performance of housing for low-income groups across five districts in diverse climatic zones of Karnataka, focusing on climate resilience, energy efficiency, and thermal comfort.
- Evaluate key challenges in the construction process, including the supply chain of sustainable building materials, access to financing, and the availability of skilled labour.
- Assess the post-occupancy impact, focusing on aspects such as thermal comfort, energy consumption behaviour, household satisfaction, and overall well-being of inhabitants

- Develop actionable recommendations to enhance climate-responsive housing design, improve construction practices, and inform policy and implementation strategies for building future low income groups housing initiatives
- Recommendations need to keep in mind SELCO Foundation's core areas of work and opportunities for collaboration.

3. Scope of the work

SELCO Foundation is seeking to engage a consulting firm to conduct the study will be across five districts of Karnataka.

1. Raichur
2. Bidar
3. Dharwad
4. Uttara Kannada,
5. Chamarajanagar

Each representing diverse climatic zones.

A total of **1,000 households** will be selected from these districts to participate in the study.

The scope of the work includes the following key components:

I. Study tool Development:

- a. Prepare and submit an inception report outlining the appropriate methodologies and tools for conducting the study with a sample of one thousand (1,000) households across five districts, including surveys, participant interviews, and qualitative assessments

II. Data Collection and Analysis:

- a. Conduct surveys, interviews, focus group discussions (FGDs), and key informant interviews (KIIs) with occupants and ecosystem stakeholders in the selected districts.
- b. Assess infrastructure-related challenges, including the supply chain of sustainable building materials, access to financing, and availability of skilled construction workers.
- c. Evaluate post-occupancy impacts, focusing on aspects such as climate resilience, thermal comfort, energy consumption behavior, household satisfaction, quality of life, and the overall well-being of residents.

III. Reporting and Documentation:

- a. Prepare a comprehensive final report summarizing the key findings, insights, and outcomes of the study.
- b. Document case studies from each climatic zone, highlighting significant observations and learnings, and including relevant photographs.
- c. Provide actionable recommendations to enhance the design, construction, and implementation of building future low-income groups housing initiatives

4. List of deliverables and timelines

Sl. No	Deliverables	Description
01	Inception Report	<ul style="list-style-type: none">• Prepare and submit an inception report detailing methodologies, sampling strategies, data collection tools, and stakeholder engagement strategies for conducting the study across 1,000 households in five districts across diverse climatic zones of Karnataka.
02	Database/data analysis	<ul style="list-style-type: none">• Conduct primary data collection through surveys, interviews, focus group discussions (FGDs), and key informant interviews (KIIs) across the selected districts.• Document initial findings, challenges, and observations encountered during the process.• Analyze the collected data to assess infrastructure-related challenges, post-occupancy impacts, and sustainability aspects.• Develop a comprehensive database capturing key insights and outcomes.
04	Case Study Documentation	<ul style="list-style-type: none">• Document detailed case studies from each climatic zone, highlighting challenges, success stories, learnings, and including relevant photographs.
06	Final Report of Comprehensive Learning and PPT version of key findings	<ul style="list-style-type: none">• Compile a comprehensive report summarizing key findings, insights, and outcomes from the study.• Include analysis of construction challenges, post-occupancy impacts, and sustainability factors across different climatic zones.• Provide actionable recommendations for enhancing the future low income groups housing initiatives

		<ul style="list-style-type: none"> • Present case studies with key observations and photographs to highlight significant learnings. • Prepare a presentation summarizing the key findings and recommendations for stakeholder dissemination
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5. Data QC parameters:

- **Completeness:** Ensure that all required data fields are filled in for each survey response. If data is missing due to improper selection of options in skip questions, ensure the re-collection of data.
- **Accuracy:** Verify that the data entered is free from errors and accurately reflects the information collected during the survey. End-user details, addresses, locations, and financial details must be accurate.
- **Consistency:** Check for consistency within the data, ensuring that responses are logical and coherent across different sections of the survey. The digital platform should have proper mechanisms to ensure data consistency.
- **Validity:** Confirm that the data collected aligns with predefined criteria and is relevant to the program objectives.
- **Reliability:** Assess the reliability of the collected data by cross-checking responses and ensuring consistency in reporting. Responses to key variables can be cross verified with photographs, voice recordings, video recordings. Additionally, agencies are encouraged to establish backchecking or telephonic verification processes
- **Data Entry Errors:** Identify and rectify any errors that may have occurred during data entry processes to maintain data accuracy.
- **Outliers:** Identify and investigate any data points that significantly deviate from the norm or expected values.
- **Quality Control Log:** Agencies shall maintain a QC log for verification purposes.

6. Timeline:

The consultancy will be offered **for 2 months** once the onboarding is complete.

S.NO	Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1	Signing the Contract								

2	Developing Inception report								
3	Conduct Primary data collection and field visits								
4	Submission of case study documentation								
5	Submission of the final comprehensive report with PPT								

7. Selection Criteria:

The technical proposals will be evaluated based on the following criteria:

1. Entities with a minimum of 2 years or individuals with at least 5 years of experience in designing research studies, developing research tools and writing analytical reports.
2. Preference will be given to entities with a demonstrated track record in housing research and experience with studies that focus on socio-economic impacts, environmental sustainability, and community well-being.
3. The proposal must include CVs of key personnel, showcasing relevant expertise. Organizational credentials and samples of past work should also be provided.
4. Proposals should outline the approach and methodology for data collection, analysis, and reporting. Clear timelines, work plans, and dependencies should be included.
5. A detailed budget covering all deliverables and activities, including provisions for fieldwork, data analysis, and reporting.
6. Submission of examples of past relevant work. References or supporting documents should also be included.

Proposals will undergo an internal review and evaluation process. If they meet the specified criteria, further correspondence will be initiated.

8. Payment Terms:

- The quotation is inclusive of all necessary taxes and applicable costs.
- Other than the proposed amount, no additional amounts will be paid as 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.
- The total cost should include travel and accommodation.

Proposed for plan

% of Payment Disbursement	Milestone
40%	Advance
25%	1 st Deliverables Completed
25%	2 nd Deliverables Completed

9. Confidentiality

All information provided in response to this TOR shall be treated as confidential and used solely to submit the proposals.

10. Disclaimer

SF reserves the right to accept or reject any or all proposals received without providing any reason for such action.

11. Submission Guidelines:

Interested agencies should submit their proposals in Google form, Proposals should include the following components:

- A detailed data collection methodology, including strategies to ensure the data quality
- Information about the data collection team and QC team including their responsibilities
- Relevant experience
- Financial budget breakdown with District wise

12. To Apply

Interested consultants / organisations, 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/Bo7WZvi2bKFWGLMz5> on before **31st March, 2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line:

“Assessment of Low-Income Group Housing projects across five districts representing five diverse climatic zones of Karnataka” (Name of Project)

Refer Terms and Condition:

1. Sub-contracting

In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Consultant to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors.

2. Quality Assurance

The data submitted to Selco Foundation should be accurate, complete, reliable and relevant. Consulting agency shall establish additional layers for data cleaning and submission.

3. Financials & Reporting

TDS will be deducted on the fixed amount as per Income Tax Act and Rate of Percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March, 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.

4. Indemnification

Both parties shall indemnify and hold its Trustees, Directors and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by both parties in connection with the project or (2) Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/ or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of the third party.

5. Patent, Copyright and other Proprietary Rights

- i. Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to,

patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.

- ii. Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
- iii. The Consultant will treat all information given to him/her as information with proprietary value and will not disclose the same to competitors or any outsiders. The Consultant will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
- iv. Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant shall deliver reports and data to the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

6. **Publicity, use of name & Logo of the Foundation:** The Consultant shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the Foundation, nor shall the Consultant, in any manner whatsoever use the name, emblem, logo or official seal of the Foundation or that of SELCO in connection with its business or otherwise without the written permission of the Foundation.

7. **Observance of Law:**

- i. The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract.
- ii. The Consultant represents and warrants that neither it, its parent entities, partners or subcontractors nor any of its subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the *Child Labour (Prohibition and Regulation) Act of*

1986, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

- iii. The Consultant represents and warrants that it shall adhere to the mandates prescribed under the *Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013*, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace

8. Termination:

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of Seven (7) days from the date of such notice. In addition, the Foundation may also terminate this contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

9. Force Majeure:

- i. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Consultant
- ii. In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party

of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.

- iii. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- iv. If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.

10. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

11. Settlement of disputes:

- i. The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, the matter shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.

12. Compliance with Anti-bribery Laws:

Vendor and each of its directors, officers, employees, agents or other (collectively referred to as "Vendor") 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 improper advantage, or Induce to use such Official 's influence improperly to affect or influence an act or decision.

The Vendor 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.

Vendor 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").

In addition, Vendor agrees to promptly report to SELCO Foundation of any incident of breach or potential breach of this section.

13 Compliance with Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH):

The Vendor 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.