



Terms of Reference (TOR)
TOR for Video Documentation of Housing Project in Dharwad, Karnataka

Title	Video Research and Documentation of Climate-Smart Housing in Dharwad
Timeline	This Project will be carried out in 3 phases (3 Video). Phase 1 – April 2025 – Problem Statement (Research + Video Documentation) Phase 2 – May – June 2025 Implementation (Research + Video Documentation) Phase 3 – March- April 2026 Post Occupancy (Research + Impact Video Documentation)
Expected area of expertise	The consultant must have 5 years of experience in documentary style filmmaking, especially in projects related to social causes and community development. Experience working in the regions of Karnataka is a plus.
Apply Google Link	https://forms.gle/d1YRyDzZ5wUfwqmw8 (Contact Procurement for Form Link)
Last Date for Application	28 th April, 2024

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. Background

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 – heat stress, extremely sporadic rainfall, space constraint, 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 effectively 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 video documentary aims to assess the construction challenges, sustainability performance, and post-occupancy impacts of homes for low-income groups across Dharwad and Raichur.

2. Goals and Objectives

Goals: The video aims to assess the impact of energy-efficient housing in mitigating heat stress, particularly for vulnerable groups such as children, the elderly, and people with pre-existing conditions. It will showcase the systemic challenges related to housing accessibility, including financial constraints, supply chain issues, and the availability of trained contractors. Additionally, the video will highlight the technological interventions integrated into the model homes, such as energy-efficient appliances, solar systems, and sustainable design solutions. The goal is to capture the construction process, challenges faced, and innovative solutions that emerged during the implementation of the model homes, providing valuable learnings for future projects.

Objectives: The video will document how energy-efficient housing improves health, thermal comfort, and energy savings, while addressing issues like rising energy use and climate vulnerability. It will also illustrate the role of subsidies and financing options in overcoming housing access challenges. The video will emphasize the integration of sustainable building technologies and designs that contribute to climate-resilient, energy-efficient homes. Through compelling storytelling, the video aims to raise awareness among policymakers, government agencies, and communities, encouraging the wider adoption of energy-efficient housing and bridging the gap between research, implementation, and policy adoption for affordable housing in India.

3. Scope of Work

Highlight the Impact of Heat Stress on Vulnerable Groups: Extreme heat poses serious health risks, especially for children, the elderly, and those with existing conditions, leading to dehydration, heat strokes, and discomfort. Poorly designed homes trap heat, making daily life unbearable and forcing many to rely on costly, energy-intensive cooling solutions. While rising energy use worsens the climate crisis, creating a cycle of increasing temperatures and vulnerability. The video will capture real experiences of how energy-efficient housing mitigates these challenges, improving comfort, health, and overall quality of life.

Highlight Systematic Access Issues for Housing – Financing, Supply chain of Energy efficient materials, contractors, subsidies etc

Showcase Design and Technological Interventions: Highlight the architectural, structural, and MEP design solutions integrated into the model homes, along with energy-efficient appliances and solar systems. The video will document finalized layouts, material specifications, and the overall package of sustainable solutions.

Capture Implementation Learnings: Document the construction process, key challenges, and innovative solutions that emerged during the implementation of 10 model homes. This will serve as a resource for scaling and refining future projects.



Engage and Inform Stakeholders: The video aims to raise awareness among policymakers, government agencies, housing practitioners, and communities, fostering wider adoption of energy-efficient housing and efficient cooling through compelling storytelling and visual documentation.

By capturing the transformation through this video, SELCO Foundation aims to bridge the gap between research, implementation, and policy adoption, ensuring that climate-resilient housing solutions become an integral part of affordable housing programs in India.

3. Location:

S.No	States	Name of the place	Required Shoot days
1.	Karnataka	Dharwad	7-10 days Per video

Reference Sample Video: <https://youtu.be/hDHq8BcXgDQ?si=uxrNkYgER3r1tdgi>

4. Deliverables:

1A. Before the Intervention (Phase 1)

- 10–15minute video capturing the problem statement, and challenges in accessing housing by end users and limitations of the system and system players, and the need for the intervention. (system)
- Highlighting the urgent need for resilient housing infrastructure. Addressing key challenges such as inadequate housing conditions, including poor natural lighting, insufficient ventilation, and high indoor heat stress exacerbated by limited access to energy-efficient materials, renewable energy systems, and modern appliances. (individual-unit)

1B. During the Implementation (Phase 2)

- 10–15-minute video showcasing the integration of sustainable construction techniques and innovative energy solutions to create climate-resilient housing.
- Interviews with homeowners, masons and contractors, and local panchayats, suppliers etc. Highlighting the role of climate-smart energy solutions in improving housing particularly cooling and sustainable supply chains.

1C. Post Implementation

- 10–15-minute video showcasing the transformation, impact, and key learnings from the intervention.
- Emphasis on the partnership in implementing solutions

Note : Video Quality:

To ensure high video quality, the resolution should be at least Professional camcorder/1080p Full HD, with 4K preferred for even greater clarity. The standard frame rate will be 24 or 30 frames per second, with higher rates used for slow-motion shots.



5. Timeline

Tentative or Individual Video (10-15 mins)

1. Research and Prep – 2 days
2. Script Development - 2 days
3. Script Approval - 2 days
4. Shoot days – 3-5 days
5. Translations – 2 days
6. Edit – 15 days
7. First Draft - 8 days
8. Feedback on First Draft – 2 days (Collecting and incorporating feedback)
9. Video Editing - 5 days (Finalizing the edits based on feedback)
10. Final Approval - 1 day (Review and approval of the final video)

6. Selection Criteria:

1. Relevant Experience:

The consultant must have proven 5 experiences in video documentation, especially in projects related to social causes and community development. Experience working in the regions of northeast India is a plus.

2. Portfolio Quality:

The consultant should provide a portfolio showcasing previous work like documentary and noninvasive story telling styles.

3. Storytelling Ability:

The consultant should have a strong ability to craft compelling narratives that align with our mission of decentralizing solar power and addressing climate change. This includes the ability to highlight innovation, success, sustainability, and community involvement in the projects.

5. Project Management:

The consultant should have strong project management skills, ensuring timely delivery of all deliverables, including the full-length documentary, short clips, interviews, script and storyboard, subtitles, and raw footage.

6. Cost-Effectiveness:

The consultant should offer competitive pricing while maintaining high standards of quality. A detailed cost breakdown should be provided, ensuring transparency and alignment with the project's budget.

7. Flexibility and Adaptability:

The consultant must be adaptable to changing project needs and open to feedback during the production process. This includes being able to work under various environmental conditions and locations.



7. Payment Terms: (Per Phase)

- 25% payment before the start of shoot
- 25% After they finish the shoot and submit the raw files
- 25% After sharing the first draft
- 25% After sharing the final files

Agency / consultants are invited to submit an Invoice against the deliverables, payment will be considered if each party agrees.

8. Financial proposal:

Submit a detailed proposal including:

- Shoot days
- Budget breakdown (equipment rentals, editing, etc.)
- Travel and lodging to be provided by SELCO Foundation.

Use below Table of Format for Financial Proposal:

Expenses	Per Cost	Total Cost
Pre-Production with Detail Requirement		
Production with Detail Requirement		
Equipment charges		
Post-Production		
Out station Transport & Lodging (<i>If required</i>)		
GST%		
Total		

9. 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/MioWeHrYYwPmC9wR7> on before **28/04/2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line: “**TOR for Video Documentation of Climate-Smart Housing Project in Dharwad**”.



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.