

Terms of Reference (TOR)



Terms of Reference (TOR) for Designing of 25 Livelihood workspaces (Food processing and Retail) across Meghalaya

Title	Designing of 25 livelihood workspaces (Food Processing and Retail) across Meghalaya
Timeline	6 Weeks
Expected area of expertise	<ul style="list-style-type: none">• B. Arch with a minimum 3-year practical experience• Experience in designing small scale projects• Proficiency in creating detailed architectural plans, drawings, and specifications.• Knowledge of sustainable and energy-efficient design principles and practices.
Apply Mail	https://forms.gle/7WQGAqjNs3dbGMnF8 (Contact Procurement for Form Link)
Last Date for Application	04th October, 2025

About SELCO Foundation

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

About Built Environment

The aim of the built environment program is to democratize access to design of livable habitats to address poverty and climate challenges in a climate-stressed world by integrating energy optimization through an ecosystem approach. Underserved communities are usually at the receiving end of the worst impacts of climate change coupled with improper ventilation, natural lighting and thermal conditions; the cost of building resilience and comfort is generally high. The overall energy performance of built environments is influenced by people, units and climate. Hence, innovations need to integrate energy optimization in the application of technologies and the environment of built spaces.

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1. **Project Summary**

The aim of the program is to identify and support 300 entrepreneurs across the 12 districts of Meghalaya with Decentralized Renewable Energy (DRE), EE (Energy Efficiency) and BE (Built Environment) solutions to accelerate the social and economic change to build resilience of remote, vulnerable and disconnected communities in Meghalaya.

Goal

- Short Term Goal: To improve the incomes and well-being of 300 entrepreneurs in the State through energy efficiency and built environment solutions
- Long Term Goal: To generate evidence-based loan products for energy and built environment for rural entrepreneurs in Meghalaya

The entrepreneurs supported through this project undertake livelihoods under different categories including food processing, retail services, manufacture, production, textile, and crafts etc. They use ad-hoc/kuccha or in-home workspaces to do these livelihood activities, sometime with outdated machinery or manually. This results in reduced productivity and income as drudgery and an ill-suited built environment hamper the workflows. SELCO Foundation is developing climate smart Built Environment solutions to address the problem statements to improve their livelihood activities. Existing designs which have been templated by SELCO Foundation can be used for the design of new workspaces. The end-user requirements and the budget for each of the workspace's designs have also been mapped, which can directly inform design decisions.

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Food processing, Meghalaya

Problem statement:

- Dilapidated workspace with the use of material such as tin sheet for wall and roof
- Unorganized kitchen and low ceiling
- Not enough natural light and ventilation – Uncomfortable indoor temperature
- Not customer friendly



Before



After

Current intervention:

- Climate resilient structure made of solid blocks and PPGI roof.
- Solar integrated food processing unit
- Well organized layout with natural light and ventilation,
- Hygienic and customer friendly design



Before



After

Bulb Making, Meghalaya

Problem statement:

- Poor ergonomics and cramped space – no dedicated workstation.
- Poor task lighting – Living area being used as workspace
- No display and dedicated storage for raw and finished items.
- Irregular power supply leading to reduced work hours and productivity



Before



After

Current intervention:

- Solar integrated bulb making workspace
- Flexible layout and furniture – accommodating various tasks.
- Well-lit and well-ventilated workspace reducing the dependency on active technology
- Ergonomically designed workspace with display unit and storage .



Before



After

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Design requirements:

- Developing designs of workspaces for 25 end-users – ensuring integration of natural light and ventilation, ergonomics, local materials, and required technologies including appliances & solar.
The designs should be guided by the templates provided by SELCO Foundation.
- Design should ensure that the provided user requirements, livelihood process and budget for each workspace is considered.

The Design drawing set to include:

1. Furniture layout drawing
2. Working drawing –
 - a. Floor Plan
 - b. Section showing levels, sill and lintel levels, openings, roof heights and material specifications.
 - c. Electrical drawing – to be designed and drafted.
 - d. Elevation (optional)
 - e. 3D images (Optional – not realistic render)

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Sample Design:

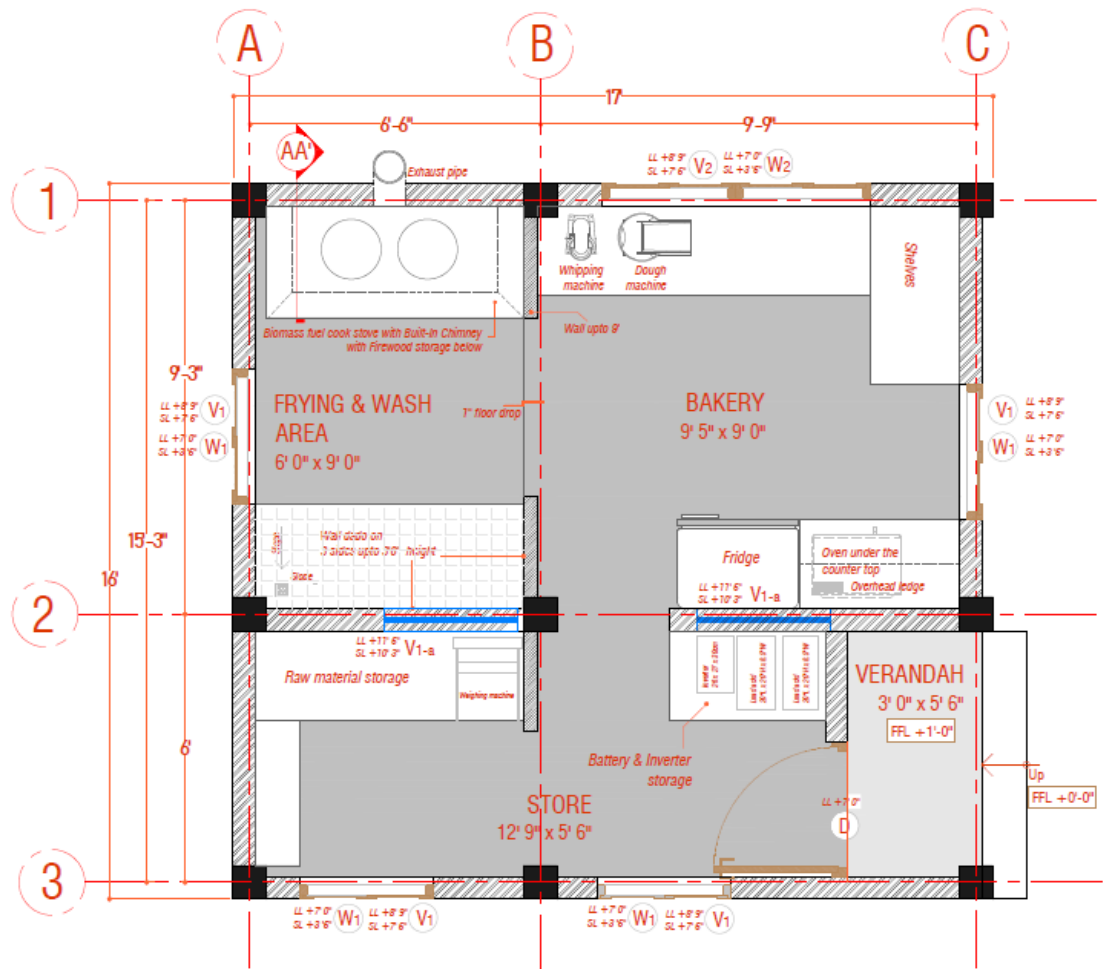


Figure 1 Sample - Furniture Layout Plan

[illegible]

2. Goal

3. Objectives

1. Understand the user requirements and design needs through the provided materials which include mapped process flow, user requirements, budget and **design templates**.
2. Develop architectural drawings and specifications incorporating sustainable and energy efficient design principles and building materials to reduce energy consumption.
3. The provided design templates can be a starting point for the design.
4. Ensure the design promotes accessibility and user comfort leading to improved productivity and wellbeing among end users
5. Ensure compliance with local and international standards and regulations.
6. Conduct consultations with industry professionals, the food processing startup, and other stakeholders to incorporate their inputs and needs into the design.

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4. Scope of Work

I. Understanding user requirement, livelihood workflow and budget of each project:

For each end-user, the requirements for the new workspace, the process flow and budget is mapped and will be shared. Understand this and use the provided templates/options as starting point of design. Minimal design changes to the template should be used for maximum alignment with requirements.

II. Preparing design and drawings

Prepare the design and detailed drawings as batches of 6 end-users' workspaces, per week. Ensure the designs and promptly shared and feedback are incorporated in the same time. Share the completed deliverables by end of week.

The design developed should consider:

- Safety and accessibility
- Maximizing natural light, using thermal mass, and optimizing building orientation to enhance energy efficiency.
- Integrating solar panels, or other renewable energy sources to reduce dependence on non-renewable power.
- Use flexible, modular components that can adapt to **changing needs and future expansion**
- Thermal Comfort and Indoor Air Quality - Efficient cooling/heating, ventilation, and air conditioning systems with air purification and humidity comfort; high-performance windows, shading devices, and insulation to maintain comfortable indoor temperatures. Design to allow for natural airflow and ventilation where possible.

III. 3D visualization of selected 5 designs

Develop 3D visualisation (realistic renders not mandatory) for 5 selected designs

IV. Review and Feedback

Share 1st draft plan with the design and include feedback from SELCO team on designs before moving into Other detailed drawings.

V. Final Design and Documentation

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5. List of deliverables and timelines

Sl. No	Items	Timeline
01 A	<p>Design and detailed 2D drawings of Group 1: 5 sites</p> <p><i>Design based on the existing template, end-user requirement, and budget and create four detailed 2D drawings. Incorporate feedbacks in the same week.</i></p> <ol style="list-style-type: none">1) Furniture Layout Plan.2) Working drawing - Plan3) Working drawing - Section4) Working drawing – Electrical	Week 1
01 B	<p>Design and detailed 2D drawings of Group 2: 6 sites</p> <p><i>Design based on the existing template, end-user requirement, and budget and create four detailed 2D drawings. Incorporate feedbacks in the same week.</i></p>	Week 2
01 C	<p>Design and detailed 2D drawings of Group 3: 7 sites</p> <p><i>Design based on the existing template, end-user requirement, and budget and create four detailed 2D drawings. Incorporate feedbacks in the same week.</i></p>	Week 3
01 D	<p>Design and detailed 2D drawings of Group 4: 7 sites</p> <p><i>Design based on the existing template, end-user requirement, and budget and create four detailed 2D drawings. Incorporate feedbacks in the same week.</i></p>	Week 4
02	3D visualisation of 5 selected livelihood designs	Week 5
	Estimated comprehensive timelines: 6 weeks from signing the contract	

Note:

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

6. Timelines:

6 weeks for initial discussions, developing design and drawings, incorporating feedback at each stage, handover of each group of design and final handover.

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7. Eligibility Criteria:

- Individual or agency that has 3 years and above experience in designing and implementing small scale workspaces
- 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. Ensure sample projects with similar concepts are submitted for evaluation.
- Agency to have a qualified team with relevant experience. Resumes of team working on this project to be submitted for evaluation.
- Agency to have prior knowledge of working with NGOs.
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms. Detailed breakup to be provided for each component.

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

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a) **Payment Timeline:**

First payment instalment:	30%	Advance
Second payment instalment:	20%	05 designs delivered
Third payment instalment:	20%	06 designs delivered
Fourth payment instalment:	20%	07 designs delivered
Fifth payment instalment:	10%	07 designs and All deliverable completed

10. To apply

Interested consultants / organizations, meet the eligibility criteria with relevant experience and is interested in collaborating with the SELCO Foundation, (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 design remuneration (per. Sq.ft), milestones and submit the same to google form on or before **06th October, 2025**.

Any further queries please write to “procurement@selcofoundation.org” with a subject line: “**Designing of 25 livelihood workspaces (Food Processing and Retail) across Meghalaya**”

11. [Annexure 1](#) – Drawings of Bulb making workspace - Reference

12. [Annexure 2](#) – Design of Food processing space - Reference

13. [Annexure 3](#) – Design of Bakery – Reference

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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.

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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.

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7. Observance of Law: Compliance with Laws and Regulations: The Consultant 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 SELCO and during the term of this Agreement.

Child Labor: The Consultant 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.

Forced Labor: The Consultant 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,

Abuse of Labor: Consultant 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.

Working Hours, Overtime, Wages and Other Benefits-Working hours, wages and benefits shall be provided by the Consultant to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.

Declaration of blacklisting: Consultant 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. The Consultant further undertakes to duly inform SELCO in the event it is blacklisted subsequent to execution of this Purchase Order.

Compliance with Anti-bribery Laws: Consultant and each of its directors, officers, employees, agents or other (collectively referred to as "Consultant") 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

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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 Consultant 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.

The Consultant 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, Consultant agrees to promptly report to SELCO Foundation of any incident of breach or potential breach of this section.

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

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9. Force Majeure:

- i. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Consultant
- ii. In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.
- iii. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- iv. If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.
- v. 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.

10. Settlement of disputes:

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

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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.