

## Terms of Reference (TOR)



### Video, Photo Documentation in Exhibition

#### Video and Photo documentation for Immersive Climate-Livelihood Exhibition in North East.

<b>Title</b>	<b>Video and Photo documentation Coverage in Climate Exhibition.</b>
<b>Timeline</b>	<b>06 Weeks</b>
<b>Expected area of expertise</b>	<ul style="list-style-type: none"><li>• The consultant, agency, or organization must have a minimum of 5-6 years of proven experience.</li><li>• Knowledge in Producing high-quality videos, particularly relevant to the social development sector Events and Exhibition.</li><li>• Experience working in the regions of North East is a plus.</li></ul>
<b>Apply Google Link</b>	<a href="https://forms.gle/6CZzV7kjZpt4YBjp9">https://forms.gle/6CZzV7kjZpt4YBjp9</a> (Contact Procurement for Form Link)
<b>Last Date for Application</b>	<b>04<sup>th</sup> October, 2025</b>

#### About SELCO Foundation:

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

#### 1. Project Summary

The SELCO Foundation aims to highlight the growing impact of climate change in Northeast India and the transformative role of renewable energy in building resilience. This video will raise awareness and drive support for climate-smart solutions that strengthen local economies and community resilience.

#### 2. Goals and Objectives

##### Goal

The SELCO Foundation seeks a professional service provider to document key interventions through high-quality 180-degree / regular video documentation - the decision to go ahead with the 180-degree immersive video or regular video will be taken after discussions regarding the location challenges as well as requirements of the final product.

##### Objectives:

The objective is to create immersive, interactive visual content that effectively communicates the impact of climate-smart energy solutions in underserved communities, specifically focusing on livelihoods. This content will be used for stakeholder engagement, advocacy, and knowledge



## Terms of Reference (TOR)

dissemination. The video documentation will vividly capture the unique climate challenges faced in the region, underscoring the need for resilient livelihood models and illustrating how decentralized renewable energy solutions can play a pivotal role in addressing these challenges

### 3. Scope of Work

#### Site Locations:

Select sites across Northeast India. (To be selected by SELCO Foundation team)

#### The video should provide a comprehensive understanding of:

The scope of work is to document the impact of climate change on livelihoods in Northeast India across select sites. This will involve producing video content (full-length and short films) and high-resolution photo documentation to showcase the role of climate-smart energy solutions and local partnerships in addressing challenges.

### 4. Deliverables

S. No	Works	Location	Output
	<b>3nos Full-Length Films (5-7 minutes)</b> A 180-degree / regular video capturing the impact of climate change on livelihoods in the region  (with subtitles and voice over in <b>English</b> languages)	Conduct video shoots, including interviews and on-site documentation in across <b>Northeast India location</b>	<ul style="list-style-type: none"> <li>Showcasing the role of climate-smart energy solutions in improving livelihood opportunities.</li> <li>Addressing key challenges such as remoteness and disruptions due to extreme weather.</li> <li>To be used at different convenings.</li> </ul>
	<b>3nos Short- Length Films (3-5 minutes)</b>		<ul style="list-style-type: none"> <li>A concise, regular video focusing on the problem statement and impact, with a strong emphasis on partnership with local government or community stakeholders in implementing solutions.</li> <li>Format to be released on YouTube</li> </ul>
	<b>Photographs and Documentation</b> <b>25-30</b> Edited photographs and process photos (professionally edited, high-resolution images that form		<ul style="list-style-type: none"> <li>50- 60 Edited Photos (300 PPI or 4K/HD, with typical dimensions ranging from 2,000 x 2,000 pixels)</li> </ul>



## Terms of Reference (TOR)

	the basis of a compelling photo storybook)		
	<p><b>Note:</b></p> <ul style="list-style-type: none"><li>○ The above films will be shot on 3 sites and need different editing based on the format we are displaying them on.</li><li>○ Depending on the timelines and budgets, we will take a call on the total number of films to be shot.</li></ul>		

### Note:

- **Interviews:** The video should feature interviews with end users, partners, government departments, and SELCO Foundation staff.
- **Coordination:** The videographer will coordinate with the SELCO Foundation's geography team to finalize shoot schedules, obtain necessary permissions, and manage logistics.
- **Ownership of Raw Footage:** All raw photographs and video footage captured during the project must be shared with the SELCO Foundation, which will retain sole ownership.
- **Timely Execution:** Video shoots and delivery of edited content must adhere to strict timelines.
- **Editing Process:** Up to 4-5 rounds of edits are expected, from the initial rough cut to the final version.

## 5. Requirements

Applicants must demonstrate:

- A robust interest and passion for filmmaking.
- A minimum of 5-6 years' experience in videography, photography, and short documentary production.
- Proven experience in creating short stories and case studies within the social development sector.
- High levels of self-motivation, commitment, and the ability to deliver under tight deadlines.
- Excellent interpersonal skills and experience coordinating with diverse stakeholders.
- A team with an engaging and upbeat personality capable of capturing authentic emotions and testimonials from the community.
- Ability to work collaboratively and deliver content that aligns with brand standards and guidelines.

## 6. Technical Skills

- Proficiency in handling professional equipment including DSLRs/Mirrorless cameras (Sony Alpha Mark III/IV, Sony FX3, Canon R3), drones, microphones, and lighting setups.
- Expertise in editing software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, Canva, Adobe Photoshop, and After Effects.



## Terms of Reference (TOR)

- Familiarity with Google Sheets and Docs for project coordination.
- Capability to organize and sort footage efficiently and access high-speed internet for sharing files.

### 7. Expected Timeline

The total project timeline is 06 weeks from the signing of the contract.

- **Photo Documentation:** Due within 7 days of shoot, with 25-30 high-resolution edited images.
- **Long Video (5-7 minutes) and Short Form Video (2-3 minutes):** Due within 20 days of shoot.
  - Script Development: 2 days.
  - Shoot on location: 7 days (Approximately)
  - First Draft: 8 days.
  - Video Editing: 5 days.

### 8. Selection Criteria

#### a. Relevant Experience

The consultant must have 5-8 years of proven experience in video documentation, especially in projects related to social causes and community development. Experience working in Northeast India is a plus.

#### b. Portfolio Quality

The consultant's portfolio should demonstrate high production quality, creativity, and the ability to convey impactful stories through video.

#### c. Storytelling Ability

The consultant should be able to craft compelling narratives that align with our mission of decentralizing solar power and addressing climate change.

#### d. Technical Expertise:

The consultant must be proficient in using professional-grade cameras, lenses, microphones, stabilizers, portable lighting kits, and drone cameras. Proficiency in professional editing software like Adobe Premiere Pro or Final Cut Pro is essential.

#### e. Multiple filmmakers:

We may select more than one filmmaker for this project. If selected, each filmmaker will be assigned a specific site in Northeast India to document. In total we are looking to produce 3 films.

#### f. Project Management

Proven ability to manage projects efficiently, ensuring timely delivery of all components including the full-length documentary, short clips, interviews, script and storyboard, subtitles, and raw footage.

## Terms of Reference (TOR)



### g. Cost-Effectiveness

Competitive pricing with a detailed cost breakdown to ensure transparency and alignment with project budgets.

### h. Flexibility and Adaptability

Willingness to adapt to evolving project needs and incorporate feedback throughout the production process. Ability to work in diverse environments and locations.

## 9. Payment Terms

Agencies or consultants are invited to submit an invoice based on agreed deliverables. Payments will be processed upon mutual agreement between both parties.

## 10. Financial Proposal

A detailed proposal is required, including a budget breakdown for production, post-production - for both 180-degree immersive video as well as a regular video -, logistics, transport, and GST. Travel and lodging will be provided by the SELCO Foundation.

**Process:** Submit a detailed proposal including:

- Shoot days
- Budget breakdown (team allocation, equipment rentals, editing, color correction, etc.)

**Travel:**

- The travel plan should be submitted to SELCO Foundation for approval.
- Travel expenses will be paid as per SELCO Foundation's travel policy.
- Separate invoice to be raised for travel imbursements and actual bills and payment details to be submitted along with it.

## 11. To apply:

Interested consultants / organisations, 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 budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/nHMnC2817cAjVRkSA> on before **04<sup>th</sup> October, 2025**.

Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **Photo and video documentation for Immersive Climate-Livelihood Exhibition in North East**.

## Terms of Reference (TOR)



### Terms and Conditions:

- 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. 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.

The fees shall be inclusive of all statutory duties & taxes applicable if any, such as GST etc. The Consultant will be reporting to the Senior Program Manager of the Foundation on activities and progress achieved on deliverables. The invoice will be processed with the approval of Senior Program Manager of the Foundation.
- 3. 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.
- 4. Patent, Copyright and other Proprietary Rights**
  - (i) Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.
  - (ii) Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
  - (iii) The Consultant will treat all information given to him/her as information of proprietary value and will not disclose the same to competitors or any outsiders. The Consultant will not at any



## Terms of Reference (TOR)

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.

### 5. 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.

### 6. 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 Purchase Order/MOU/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:** The 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:** The 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")



## Terms of Reference (TOR)

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 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.

### 7. 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.

### 8. 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*.

## Terms of Reference (TOR)



- (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.

### 9. Independent Contractor

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