



Terms of Reference (TOR)

Consultancy Services Evaluation of SELCO Foundation's Persons with Disabilities (PwD) Program in Karnataka

Title	Evaluation of Disabilities (PwD) Program in Karnataka
Timeline	04 months
Expected area of expertise	Program Evaluation, Mixed-Methods Research, Data Collection and Analysis, Livelihoods and Disability Inclusion
Apply Link	https://forms.gle/caTEJDfhp9iziLUg6 (Contact Procurement for Form Link)
Last Date for Apply	31st October, 2025

Overview

Call for proposal: Research and Documentation

Focused Geography: Karnataka

Project: Conduct a comprehensive evaluation of SELCO Foundation's PwD program in Karnataka, covering 1495 sites.

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. Background:

Over the last several years, SELCO Foundation has implemented 1,733 decentralised renewable energy (DRE)-based livelihood solutions across 1,495 sites in Karnataka, focusing on enhancing productivity, independence, and quality of life for persons with disabilities (**PwDs**).

At this scale, the Foundation is among the few organizations in India with an energy-enabled livelihood program for PwDs operating across multiple districts. As the program expands to other states, it is crucial to take stock of its progress, understand what is working, and identify the ecosystem factors that enable or hinder sustained impact.

This evaluation will help generate evidence for scaling, and build an ecosystem narrative for disability-inclusive livelihoods.

2. Goal and Objective:

Goal:

Research agencies and independent consultants are invited to submit proposals for conducting a comprehensive mixed-method evaluation of SELCO Foundation's Persons with Disabilities (PwD) Program across 1,495 sites in Karnataka.

Objective:

- Assessing functionality, usage and impact of solutions provided to end users with disabilities.
- Identifying enabling and disabling conditions that influence adoption and outcomes.
- Generating insights that support ecosystem-building narratives and inform course corrections for program design and delivery.
- Creating evidence to guide the expansion of the program into other states.
- The evaluation will combine a quantitative census of all implementations with qualitative deep dives into a sample of cases to capture user experiences and system-level enablers/barriers.

3. Scope of the study

Focused Geography: Karnataka covering **1495 (PwD)** sites.

1. Quantitative Census Survey (Phase 1)

- Develop a short, structured questionnaire (not more than 1 hr)
- Survey all 1495 implementations across Karnataka (solution-level or household-level, to be finalised with SF team). Field visit schedule to be shared in advance to enable joint field accompaniment.
- **Collect Data on:**
 - Demographics of end users and households.
 - Solution status (working, broken, repaired, abandoned)
 - Usage patterns and frequency
 - Outcomes (livelihood productivity, income, mobility, education, health, quality of life)
 - Enabling/disabling conditions (finance, training, ecosystem linkages, caregiver support, policy)
 - User satisfaction and future needs

2. Qualitative Deep Dives (Phase 2):

- Based on Phase 1 data, identify 60 end users for in-depth case studies. Field visit schedule to be shared in advance to enable joint field accompaniment.

- **Ensure diversity across:**
 - Disability type (physical, sensory, cognitive, multiple)
 - Solution type
 - Geography
 - Positive impact vs low/failed impact cases
 - Ecosystem support vs lack thereof
- Conduct semi-structured interviews with PwDs, caregivers and ecosystem actors (local NGOs, SHGs, government functionaries)
- Document adoption journeys, impact pathways, and barriers.
- Produce 60 well-written case studies for advocacy and ecosystem engagement.

3. Analysis and Synthesis

- **Quantitative:** Descriptive statistics, cross-tabulations, and pattern analysis across solution, disability type, gender, and geography.
- **Qualitative:** Thematic analysis of interviews and case studies.
- **Integrated analysis:** Identify how enabling/disabling factors shape program impact.
- **Recommendations:** Provide clear directions for course correction, scaling, and ecosystem strengthening.

4. Deliverables:

S. No.	Deliverables	Activities / Description	No. of Units
1	Inception Report	Conduct a kick-off meeting with SELCO Foundation to align on objectives, timelines, coordination protocols, and reporting formats. Submit an Inception Report outlining methodology, tools, sampling plan, fieldwork design, and detailed workplan with timelines. Include meeting summary/minutes as annexure.	1
2	Quantitative Dataset (Clean + Raw)	Data collection from 1,495 sites (covering 1,733 implementations) across Karnataka. Submit both clean and raw datasets (2 total) along with photographs/videos from field visits. Data must be compatible with Excel and suitable for integration into SELCO's MIS.	1,495 sites / 2 datasets
3	Qualitative Dataset (Clean + Raw)	Transcripts, coded data, field notes, and visual documentation (photographs/videos) from selected end users . Submit both clean and raw qualitative datasets (2 total).	60/ 2 datasets
4	Evaluation Report	Consolidated analysis of quantitative and qualitative findings, covering: program outcomes, enabling/disabling factors, ecosystem insights, and recommendations for scaling and course correction. Submit both draft and final versions (incorporating SELCO feedback). Expected Report Structure: 1. Executive Summary	1 final report

		2. Introduction & Objectives 3. Methodology & Sampling Framework 4. Quantitative Findings (functionality, usage, outcomes, enabling/disabling conditions etc) 5. Qualitative Insights (case themes, adoption journeys, caregiver perspectives etc) 6. Cross-cutting Patterns (by disability type, gender, geography, solution type) 7. Ecosystem Analysis (finance, training, service, policy linkages) 8. Key Learnings & Recommendations 9. Annexures (questionnaires, data tables, photos)	
5	Case Study Compendium	60 stories capturing user journeys, impact pathways, and ecosystem learnings. Submit both draft and final versions after SELCO feedback.	60 case studies / 1 final compendium
6	Presentation Deck	Summary of key findings, insights, and recommendations. Must be presented in person at SELCO Foundation Bangalore office. The deck should highlight key program outcomes, regional patterns, and actionable recommendations for scale-up.	1 ppt (min 15)

Note:

1. Clean quantitative dataset covering all implementations (Excel format) as well as photographs/videos from field.
2. Qualitative dataset (transcripts, coded data and photographs/videos from field visits etc).
3. Draft evaluation report with findings from both quantitative and qualitative phases with:
 - a. Program outcomes and impact
 - b. Enabling/disabling factors
 - c. Ecosystem-level insights
 - d. Recommendations for scaling and course correction
4. Final evaluation report and case study compendium (incorporating SELCO feedback).
5. Presentation deck of key findings and recommendations (in person, at Bangalore office).

5. Timeline: 04 Months

The program implementation support period for the Project Consultant/firm is from **November 2025 to February 2026**.

S. No.	Deliverables	Activities / Description	Deliverable is due by
1	Inception Report	Conduct a kick-off meeting with SELCO Foundation to align on objectives, timelines, coordination protocols, and reporting formats. Submit an Inception Report outlining methodology, tools, questioners, sampling plan, fieldwork design, and detailed workplan with timelines. Include meeting summary/minutes as annexure.	End of Week 3
2	Quantitative Dataset (Clean + Raw)	Data collection from 1,495 sites across Karnataka. Submit both clean and raw datasets (2 total) along with photographs/videos from field visits. Data must be compatible with Excel.	Access for daily check-ins
3	Qualitative Dataset (Clean + Raw)	Transcripts, coded data, field notes, and visual documentation (photographs/videos) from selected end users. Submit both clean and raw qualitative datasets (2 total) .	Access for daily check-ins
4	Evaluation Report	Consolidated analysis of quantitative and qualitative findings, covering program outcomes, enabling/disabling factors, ecosystem insights, and recommendations for scaling and course correction. Submit both draft and final versions (incorporating SELCO feedback).	Draft – End of Week 14 / Final – End of Week 15
5	Case Study Compendium	60 stories capturing user journeys, impact pathways, and ecosystem learnings. Submit both draft and final versions after SELCO feedback.	Draft – End of Week 14 / Final – End of Week 15
6	Presentation Deck	Summary of key findings, insights, and recommendations. Must be presented in person at SELCO Foundation Bangalore office. The deck should highlight key program outcomes, regional patterns, and actionable recommendations for scale-up.	Week 16

6. Key Requirements

- Proven experience in program evaluation (preferably in disability inclusion, livelihoods, or clean energy).
- Strong background in mixed-methods research (quantitative surveys + qualitative case studies).
- Experience in designing and managing large-scale field surveys (1,000+ respondents).
- Strong qualitative research and storytelling skills (to produce case studies).
- Ability to analyze both quantitative and qualitative data, and triangulate findings.
- Strong written and verbal communication skills in English and Kannada (Kannada language capacity is essential for fieldwork).
- Ability to deliver within a 4-month timeframe.
- Experience working in rural Karnataka and with vulnerable communities preferred.

7. Evaluation Criteria for Selection

1. Minimum 4-5 years Expertise and relevant experience in program evaluations, disability, clean energy, livelihoods
2. Competitive pricing with a detailed cost breakdown to ensure transparency and alignment with project budgets.
3. Prior experience in conducting scoping studies, stakeholder mapping and program design.
4. Team capacity to complete a study of this scale.
5. Strong analytical, research, and reporting skills.
6. Strength of Professional team composition (survey management + qualitative research).
7. Expertise and familiarity with the selected geography and its socio-economic and ecological context is preferred.

8. Submission Requirements

Interested agencies/consultants are requested to submit:

1. A detailed proposal outlining approach, methodology, and timelines for each focus area
2. Team composition, roles and CVs with relevant experience
3. Organizational profile
4. A financial quote with a breakdown of costs
5. Examples of similar past projects

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.

20%	Inception report
20%	After completion of Phase 1 Data collection
20%	After completion of Phase 2 Data collection
40%	Final all deliverables with report and presentation

10. Application Process

If your enterprise meets the eligibility criteria and is interested in collaborating with the SELCO Foundation, please complete the application form linked below with the required information. Enterprises are requested to upload their proposals and quotations directly into the application form.

Provide split costs as per deliverables based:

Please provide your proposal and quotation as per deliverables based and mentioned program requirements. **Capture Timelines and Split cost wherever possible.**

11. 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/3tsY4t58vFHKsa7Q6> on before **31st October, 2025.**

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Evaluation of SELCO Foundation’s Persons with Disabilities (PwD) Program in 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.
- 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.

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.
