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Title	Sustainable Cooling Solutions for Enhancing Urban Resilience and Livelihoods in Bhubaneswar
Timeline	09 months
Expected area of expertise	• Community Mobilization and Engagement • Stakeholder Coordination and Liaison • Field Data Collection, and Analysis • Working with urban vulnerable population • Financing and Scheme Mapping • Monitoring, Evaluation, and Reporting • Documentation and creating outreach materials
Apply Link	https://forms.gle/ByQcpVAYvrtnx57P6 (Contact Procurement for Form Link)
Last date for Apply	04 th December, 2025

About SELCO Foundation

SELCO Foundation is an open-source, not-for-profit organization that engages in field-based R&D and ecosystem building for the deployment of clean energy solutions that alleviate poverty by improving access to sustainable energy to underserved communities in tribal, rural, and urban poor areas. The organization works in collaboration with practitioners in the social sector, energy entrepreneurs, NGOs from various developmental sectors, and educational institutions to link the benefits of sustainable energy to poverty eradication. The organization works across verticals such as energy access, health, and livelihoods with practitioners in the social sector, energy entrepreneurs, and partners from various developmental sectors. You can find more information about the SELCO Foundation on our organization's website. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Background

With rising temperatures and increasing frequency of heatwaves, vulnerable urban communities, particularly those living in informal settlements, face heightened risks to health, livelihoods, and overall well-being. Affordable and sustainable solutions that address drudgery, heat stress, productivity and income losses are a critical necessity to safeguard lives and livelihoods. However, access to context-appropriate solutions remains limited in current scenarios. SELCO Foundation is focusing on strengthening urban resilience in cities like Bhubaneswar through sustainable energy solutions and ecosystem-based approaches that address climate related risks such as heat stress, drudgery and productivity losses, through strategic partnerships and champion stakeholders.



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2. Aim & Objectives

Aim:

SELCO Foundation seeks a consultancy firm to support the implementation of the Sustainable Cooling Solutions for Improving Lives and Livelihoods in Bhubaneswar initiative. The firm will be responsible for community mobilization, stakeholder coordination, data collection and analysis, documentation, and facilitation activities as outlined in the scope of work. The engagement will also focus on strengthening community participation, generating evidence on heat stress impacts, supporting alignment with government schemes and financing mechanisms, and assisting in post-implementation processes and reporting. The consultancy will play a key role in ensuring effective execution, monitoring, and knowledge dissemination of the program.

Objectives:

- **Community Engagement:** Mobilize and engage communities in selected settlements through focused group discussions, awareness sessions, and outreach activities related to sustainable cooling and heat resilience.
- **Stakeholder Coordination:** Facilitate coordination with, local bodies, community organizations, and financial institutions to ensure smooth program implementation and alignment.
- **Field Data Collection and Analysis:** Collect, compile, and analyze field-level data for needs assessment, monitoring, and evaluation to generate evidence on heat stress impacts and intervention outcomes.
- **Financing and Scheme Linkages:** Mapping and aligning relevant government schemes and financial mechanisms, and assist in developing cost-benefit analyses and ROI models to enable access to financing.
- **Post-Implementation Support:** Assist in end-user training, material translation, and awareness-building to ensure adoption, maintenance, and sustainability of implemented solutions.
- **Documentation and Reporting:** Document all project activities, outcomes, and insights, and prepare comprehensive reports, case studies, and communication materials for dissemination.
- **Evaluation and Scalability Assessment:** Support the evaluation of implemented interventions and contribute to identifying scalable solutions and strategies for replication in similar urban contexts.

3. Scope of Work

The selected consultancy agency will be responsible for the following:

a. Mobilization and Community Engagement

- Mobilize communities in the chosen informal settlements and market areas for activities such as Focus Group Discussions (FGDs), awareness sessions, demonstrations, local melas, Knowledge sessions.
- Ensure access to informal settlements and marginalized communities with sensitivity to local dynamics.
- Identify, map and database potential scalability in the community/settlements
- Document the engagement process, community participation, key insights, and overall outcomes in a structured and traceable manner.
- Create outreach materials like posters, handouts etc. on solutions for community engagement



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b. Stakeholder Coordination and Liaison

- Liaise with key stakeholders including: Local bodies, Slum Development Associations, Grassroots partners and NGOs, Community-Based Organizations, Financial Institutions

c. Field-Level Data Collection and Analysis

- Collect, collate, and consolidate field-level data for: Needs Assessment, Monitoring and Evaluation (M&E) specifically the summer and winter month data collection.
- Present findings in a structured, visual format (presentations, dashboards, infographics) to inform decision-making.
- Report on heat stress impacting lives and livelihoods with supporting quantitative and qualitative data, evidence generated through implementation of cooling solutions supported through testimonials

d. Financing and ROI Modeling

- Conduct cost-benefit analysis and ROI modeling to demonstrate the value proposition to stakeholders and FIs.
- Support end users unlocking financing from financial institutions (FIs), development banks, and government schemes

e. Alignment with Government Schemes

- Map all the relevant schemes such as (but not limited to) PMAY, PMFME, SVANidhi, DJAY(S) etc.
- Explore opportunities for aligning proposed or implemented solutions with these schemes' eligibility criteria and incentives.

f. Post-Implementation Support

- Assist in the post-implementation training provided by the vendor/ solution provider to the end users to Ensure adoption, maintenance, and sustainability of implemented solutions.
- This should include support in translation of training modules to local languages and conducting training sessions with end users

g. Pilot Evaluation and Scaling Potential

- Evaluate solutions piloted based on: Community uptake and satisfaction, Operational feasibility, Impact on quality of life and infrastructure
- Identify high-potential solutions for scaling or replication in new geographies.

h. Facilitation of Field Visits and Exposure visits

- Assist in organizing and managing field visits for stakeholders
- Ensure structured interaction between visitors and community members, local champions.
- Document the visit



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i. Documentation and Reporting

- Properly document all phases of the project
- Develop comprehensive reports suitable for internal use and external presentation

4. Key Deliverables & Timelines

S. No	Details	Deliverables	Timeline
1	Inception Report	a) Work plan, methodology and detailed timeline.	2 nd week Dec 2025
2	Stakeholder Coordination and Liaison	a) A report containing the details of the mapped stakeholders, meetings coordinated/ conducted, discussions with detailed minutes of the meetings along with feedback, comments, suggestions and recommendations	Dec 2025 - Jan 2026
3	Mobilization and Community Engagement	A consolidated report containing the following a) A minimum of three FGDs in three selected settlements/ areas to identify leads and awareness about the solutions b) Summary of activities, Outreach materials created, Key insights from FGDs/ Other activities and discussions, participants list with details, typology demographics, attendance sheet c) Geotagged photos, videos, audios of the sessions	Dec 2025 - Jan 2026
4	Field-Level Data Collection and Analysis	a) A report containing the details of all the data collected (Need assessment, Baseline, M&E- Winter and Summer month data) for a minimum of 30 sites across three typologies- Microbusiness, Street Vendors, Public/ Community Institutions, analysis of the data: visual dashboards, infographics with key insights/ findings/ impact. Raw data in excel or any other relevant format should also be shared. The format and mode of data collection will be decided by Selco Foundation	Dec 2025 – June 2026
5	Financing and ROI Modeling	A consolidated report containing the following a) Excel model containing solution specific and/or intervention specific cost benefit analyses and ROI b) The list of financial institutions (minimum of two)	Dec 2025- Apr 2026



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		approached, number of end users who unlocked schemes and received sanctioned loans, along with documentation of the process, challenges faced, and recommendations	
6	Alignment with Government Schemes	a) A report on the mapped context specific relevant schemes. Matrix showing alignment of the solutions and end users with scheme eligibility. Recommendations note for leveraging scheme incentives	Dec 2025-Apr 2026
7	Post-Implementation Support	a) Developing Materials, Handouts & brochures & basic technical-know-how for ease of understanding, operation and future reference b) A report on the post implementation training provided by the vendors to endusers: site specific, solution specific for a minimum of 30 interventions.	Dec 2025-Apr 2026
8	Pilot Evaluation and Scaling Potential	A consolidated report containing the following a) Evaluation of piloted solutions with framework (KPIs, methodology) and scale up strategy. A minimum of 3 active and 3 passive solutions b) Scale up strategy for the Identified, mapped potential scalability beneficiaries/ areas/ solutions in the community/settlements.	Apr 2026-June 2026
9	Facilitation of Field Visits and Exposure visits	a) A report on the field and exposure visits organized with interaction summaries, geotagged photos, feedbacks.	As and when needed
10	Documentation and Reporting	a) Coffee table book of the pilot program b) A final comprehensive project report and a deck detailing the key findings, insights, and recommendations. All raw data, photographs, videos, audios.	July 2026
11	Presentation	a) Online/ offline presentation to the Selco foundation team of the work carried out	Aug 2026

Note:

- Orientation and discussion sessions to be held with the Core team of SELCO Foundation at every stage
- All raw materials/data used for the study needs to be submitted to SELCO Foundation at the time of final submission



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- Depending on the project's extension, scope expansion, or initiation of similar assignments, the duration of the consultancy may be extended, or the agreement renewed, based on mutual consent between SELCO Foundation and the selected consultancy firm. Any such extension or renewal will be formalized through a written amendment or addendum to the existing agreement, outlining the revised scope of work, deliverables, timeline, and payment terms as agreed upon by both parties.

5. Eligibility Criteria:

Experience: Minimum 3–5 years of relevant experience in implementing or supporting projects related to urban development, community engagement.

- Team Composition:** Availability of a qualified and experienced multidisciplinary team with expertise in community mobilization, field data collection, stakeholder coordination, creating outreach material, Cost benefit & ROI modelling, monitoring and evaluation (M&E), documentation, and report writing.
- Past Projects:** Experience working with vulnerable communities or institutions in urban settings. Experience working on similar projects.
- Registration:** Legally registered consultancy agencies in India
- Reporting & Travel:** Ability to meet reporting standards and undertake field visits as required.

6. Selection Criteria:

The selection of the consultancy agency will be based on demonstrated experience; the strength and relevance of the proposed team; quality and feasibility of the approach; understanding of the local context, particularly in Bhubaneswar or similar geographies; and prior experience working with vulnerable urban communities. Financial competitiveness, clarity of deliverables, and the ability to meet timelines and compliance requirements will also be key considerations.

Criteria	Specific Requirement	Score (Max)
Approach and workplan	1. Submitting a detailed methodology & work plan. (5) 2. Good understanding of the requirements of the project. (5)	10
Experience of the Firm	1. Experience working with vulnerable communities, development agencies, slum associations. (5) 2. Experience working on similar projects in the past (5)	10
Analytical & Report skills	1. Ability to produce analytical reports, summary decks and similar briefs as per the requirement of the project	10



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Human Resources allocated	1. Enough HR allocated to conduct the project, with clear roles & responsibilities specified. (5) 2. Relevance of the allocated HR (and their experience/skillset) for the project. (5)	10
Timeline & Deliverables proposed	1. Timeline matches the proposed timeline. (5) 2. Timeline and milestones set are relevant and efficiently planned. (5)	10

Note: Minimum Scoring for eligibility will be 35

7. Payment Terms:

Fixed as per the agreement between consultancy and SELCO Foundation. Please provide your proposal and quotation for the above-mentioned program requirements. Capture Timelines and Split cost wherever possible.

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

8. Payment Timeline

Millstone	Terms
First payment instalment:	40% advance payment.
Second payment instalment:	30% upon submission of deliverables 1, 2 and 3
Third payment instalment:	30% upon submission of all deliverables



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9. To apply

Interested consultants / organizations, 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/1LCoiVsSVj7KuLjk8> on or before **04th December, 2025**.

Any further queries please write to **procurement@selcofoundation.org** with a subject line: **“Sustainable Cooling Solutions for Enhancing Urban Resilience and Livelihoods in Bhubaneswar”**

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,



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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.



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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 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.



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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.

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



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- 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.
