

Terms of Reference (TOR) for Consultancy Services

Title	Climate-Responsive Livelihoods Program – Meghalaya – Digital Technology
Timeline	Phase 1: 3 Months
Expected area of expertise	Consultancy Profile / required experience and expertise <ul style="list-style-type: none"> • Proven experience in designing and building digital technology for organisations that deal with multi-party ecosystems with complex transaction flows • Deep expertise in integrating open source technologies to develop varied functionalities that end users access from a single window • Demonstrated ability to execute requirements gathering exercises in the form of field visits and meetings with stakeholders. • Capacity to mobilize experienced systems engineers and technology leads who can execute on the project plans. • Strong skills in developing working prototypes that validate the hypotheses used in functional and technical architecture. • Prior collaborations with government agencies in India will be considered an advantage.
Apply Link	https://forms.gle/Fw9RKBHJZ93LyzcbA (Contact Procurement for Form Link)
Last Date for Apply	26 th April, 2026

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 (Read more about SELCO here: <http://www.selcofoundation.org/>)



- 1. Background of the Programme:** Selco Foundation, in partnership with the Government of Meghalaya, is initiating a Climate-Responsive Livelihoods Program aimed at strengthening women-led enterprises across the state. The program will be co-designed with key government departments including the Planning Department, MSRLS, MBMA, MBDA, PRIME, Meglife, MSSDS etc. focusing on skilling, employment, entrepreneurship, and climate resilience.
- 2. Project Goal and Objective:** The objective of this TOR is to engage an organization that can enable discovery of user needs and create a to-be solution architecture. The to-be solution architecture will enable the end users through knowledge sharing, coaching, and convergence of the ecosystem necessary for value exchange.

3. Scope of Work

SELCO Foundation is looking to onboard an entity to engage with for the following, and the engagement would be divided into 2 phases:

- Phase 1: user need mapping and discovery, beta version of solution architecture for quick deployment and feedback gathering, design of the to-be solution architecture with a product roadmap
- Phase 2: design, deployment and management of the final solution architecture as per the product roadmap defined in phase 1

SELCO Foundation will be awarding the contract for Phase 1, but would be evaluating the capability of the entity based on the complete scope of the engagement (ie including Phase 2).

Based on the learnings from Phase 1, scope of work will be further defined and aligned upon with the entity before awarding the contract for phase 2. It is to be noted that SELCO reserves the right for designing the continuation to phase 2 based on the learnings from phase 1.

During this discovery phase, the organization will closely Work with SELCO Foundation teams and government departments to:

1. Define - to map landscape and needs
 - 1.1. Understand and map work flows and interactions between rural entrepreneurs and their service providers (for different rural entrepreneurs archetypes)
 - 1.2. Develop prototypes of the applications that will be used to socialize the “to-be” workflows
 - 1.3. Visit the stakeholders and collect their requirements through the demonstrations of the prototypes.
 - 1.4. Simultaneously validate the technology components for their assumed functionality and document the features validated
2. Design - to create the solution architecture
 - 2.1. Create the functional architecture based on the requirements gathered from the field and the technology features validated
 - 2.2. Create the technical architecture that will support the functional architecture



3. Develop - to create an initial beta version of platform based on the solution architecture
 - 3.1. Setup the technology components in the preferred cloud environment and integrate various components involved in the technical architecture
 - 3.2. Onboard the chosen organizations onto the network through backend integration as well as frontend integration, where required.
 - 3.3. Conduct preliminary testing of the functional flows
4. Deploy - field test beta version of platform
 - 4.1. Onboard chosen women entrepreneurs from SHGs as well as the coaches for live testing
 - 4.2. Work with the onboarded entrepreneurs and coaches to help them adopt new and effective workflows
5. Governance - to monitor and improve effectiveness of discovery phase of the program
 - 5.1. Simultaneously implement the core governing mechanisms to track the activities of various users
6. Feedback & Evolution - to plan and schedule next steps
 - 6.1. Document the findings on the new workflows, adoption rates, utilization rates, key metrics for the program, and possible technology challenges.
 - 6.2. Discuss with the stakeholders the technical architecture, subsequent development efforts, project plans, and the onboarding processes.

4. Key functional capabilities needed to enable CRL program are:

A. Stakeholder registry - Entrepreneur, Entrepreneur support/ guide, Tech provider, Government, Bank, SHG etc

- Onboarding
- Life cycle changes

B. Capability ring - to address capability development needs of different stakeholders in the ecosystem.

- contextual knowledge discovery
- structured capability development
- community support

C. Service Provision ring - to address service needs of different stakeholders in the ecosystem.

- buyer/seller discovery
- contract/price negotiations
- Fulfilment
- growth planning

D. Open network based discovery & fulfilment

- open protocols for free functioning of market

E. Governance layer

- Program goal setting, tracking and learning

Please refer this link

https://drive.google.com/file/d/1DD9Ik2ba0_MdRMm3JVyGFxdtOperbWMG/view?usp=sharing for more details on capabilities and user journey imagined under this initiative.

5. Deliverables, Timelines and Output

The consultancy deliverables are:

SN	Deliverables	Month-1	Month-2	Month-3
		1	Field Visits, Requirements gathering, technology validation, as-is landscape, to-be solution architecture	✓
2	Integrated system setup, onboarding of key organizations onto the network		✓	
3	Onboarding of entrepreneurs, coaches, and conducting transactions on the network using the beta version of the platform			✓
4	Feedback gathering and solution architecture brief			✓

6. Timeline:

Start: 27/04/2026

Duration: 3 months

7. Eligibility Criteria:

- Proven experience in designing and building digital technology for organisations that deal with multi-party ecosystems with complex transaction flows
- Deep expertise in integrating open source technologies to develop varied functionalities that end users access from a single window
- Demonstrated ability to execute requirements gathering exercises in the form of field visits and meetings with stakeholders.
- Capacity to mobilize experienced systems engineers and technology leads who can execute on the project plans.
- Strong skills in developing working prototypes that validate the hypotheses used in functional and technical architecture.
- Prior collaborations with government agencies in India will be considered an advantage.



8. Selection Criteria:

The selection criteria will be based on:

SNo	Criteria	Specific Requirements (Short Description)	Score (Max)
1	Previous Institutional Experience	We are looking for entities who have relevant solutions already which can be deployed with modification, rather than building from scratch. Previous experience of working on large scale digital platforms which operate across multiple stakeholders (government and non government actors) will be critical.	30
2	Methodology	Proven experience in solution architectures that are able to connect networks, improve transparency and agency of end user interaction	20
3	Team Composition & Qualifications	Qualified team with domain experts	20
4	Work Plan & Timeliness	Feasible work plan aligning with 3 - month duration and deliverable timelines.	10
5	Budget	Partners, providing detailed workout of rates submitted and who meets closely our requirements	20

11. Payment Terms:

No of Installments	Details
1st Installment	50% of the total project costs will be released after signing of the agreement and approval of the methodology note
2nd Installment	50% of the total project costs will be released after the final submission of the user journey mapping, and result from the beta testing and deployment



12. Submission Requirements:

Interested and qualified consultants/agencies are invited to submit the following documents:

1. **Organization Portfolio:** Brief overview of relevant projects, including samples of reports submitted (brief or snapshots of reports can be shared, or references of clients)
2. **Individual Profile:** Overview of the team/experience (Updated CV highlighting relevant research experience)
3. **Proposed Approach:** A brief document outlining your understanding of the assignment, proposed approach and workplan
4. **Financial Proposal:** Detailed quotation for the execution of the entire scope of work and HR.

Please ensure your application directly addresses your capability to own the end-to-end execution of communication design across strategy, production, and dissemination.

Note: Applicants are required to submit **applications to apply in the link**. Each application should detail the plan, methodology, and deliverables specific as per the requirement mentioned in the scope of work.

13. Intellectual Property

All final outputs, templates, and visual assets created under this engagement will be the intellectual property of SELCO Foundation and will be freely available for public sharing under an open-source license.

14. 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 through this google form <https://forms.gle/Fw9RKBHJZ93LyzcbA> on or before **26th April, 2026**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Terms of Reference (TOR) Climate-Responsive Livelihoods Program – Meghalaya”**.

Refer 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. 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:

- (v) The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract.
- (vi) 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.
- (vii) 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:

- (viii) 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:

- (ix) *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
- (x) 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*.
- (xi) 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.
- (xii) If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the
right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.

10. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

11. Settlement of disputes:

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

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