

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

Title	Designing of 21 livelihood workspaces across Meghalaya
No. of consultants	3
Scope per consultant	5 Existing Workspaces Upgradation design + 2 New Workspace Designs
Timeline	10 Weeks
Expected area of expertise	• B. Arch with a minimum 5-year practical experience • Experience in designing small scale projects • Proficiency in creating detailed architectural plans, drawings, and specifications. • Knowledge of sustainable and energy-efficient design principles and practices.
Apply Mail	procurement@selcofoundation.org

About SELCO Foundation

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

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

About Built Environment

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

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

Hence, innovations need to integrate energy optimization in the application of technologies and the environment of built spaces.

1. Project Summary

The aim of the program is to identify and support 500 entrepreneurs across the 12 districts of Meghalaya with Decentralized Renewable Energy (DRE), Energy Efficiency (EE) and Built Environment (BE) solutions to accelerate the social and economic change to build resilience of remote, vulnerable and disconnected communities in Meghalaya.

Goal:

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

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

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

Food processing, Meghalaya

Problem statement:

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

Current intervention:

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



Bulb Making, Meghalaya

Problem statement:

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

Current intervention:

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



Scope of Engagement:

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

This Terms of Reference calls for the engagement of 3 Architects, each assigned a distinct sites in Meghalaya. Each architect is responsible for:

PART A Upgradation of Existing Workspaces	PART A New Workspace Design
5 existing sites ▪ Site visit and condition assessment ▪ Upgradation strategy document ▪ Drawings as required per site ▪ 3D visualisation (post-upgradation) ▪ Bill of Quantities (BOQ)	2 new workspaces ▪ Site visit and analysis ▪ Concept and design strategy ▪ Detailed 2D drawings per site ▪ Construction details (as needed) ▪ 3D visualisation ▪ Bill of Quantities (BOQ)

Design requirements:

All designs – both new builds and upgradations – must integrate the following principles:

- **Natural Light & Ventilation:** Maximise daylight penetration; design for cross-ventilation responsive to Meghalaya's climate (high rainfall, humidity, cool conditions).
- **Thermal Comfort & Indoor Air Quality:** Thermal mass, appropriate insulation, shading devices, and openings designed to maintain comfortable indoor conditions. For specific livelihoods (e.g. jam or juice processing), indoor temperature targets such as $\leq 27^{\circ}\text{C}$ should guide design decisions around false ceilings, insulation, and controlled ventilation.
- **Ergonomics & Workflow:** Workspace layouts based on the specific livelihood process – material flow, machinery placement, and human movement to reduce drudgery and improve productivity.
- **Aspirational & Contextual Aesthetics:** Designs should look livelihood-specific, locally rooted, and aspirational – not generic. Finishes, colours, signage, and spatial quality should reflect the end-user's pride in their business.
- **Local and Cost-Effective Materials:** Prioritise locally available, sustainable building materials appropriate to the site's budget and the Northeast Indian climate.
- **Renewable Energy Integration:** Design provisions for solar photovoltaic, solar water heating, or other DRE systems as identified in the user requirement documents.
- **Safety and Accessibility:** Ensure safe egress, structural integrity, hygienic finishes, accessible design, and compliance with applicable local building byelaws.
- **Upgradation Constraint – No Major Structural Changes:** For the 5 upgradation sites, interventions must work within the existing structural envelope. No demolition or foundation work is in scope. The goal is targeted, high-impact improvements that do not require extended pause of livelihood operations.
- **Adaptability:** Use modular, flexible design approaches that can accommodate changing needs and future expansion.

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

2. Goal

This Terms of Reference (TOR) is to invite architects to develop designs for 21 livelihood workspaces

3. Scope of Work

I. Site visit & Analysis, Understanding project context and user requirement, livelihood workflow and budget of each project:

Conduct site visits to all 7 sites (5 upgradation + 2 new). For upgradation sites, document the existing condition, identify BE deficiencies, and understand what the end-user wants improved. Conversations with end-users are to be facilitated by the SELCO ground team. For new design sites, conduct full site analysis including orientation, topography, available materials, and livelihood workflow understanding.

II. Preparing concept, design and drawings

Prepare and present a Concept Design Strategy document for each new site as well as strategy for upgradation sites. Prepare the design and detailed drawings needed for construction after the initial concept designs are verified. Ensure the designs and promptly shared and feedback are incorporated in the same time. Detail of selected furnitures like counters, storage and display, etc needed.

Prepare an Upgradation Strategy document for each of the 5 existing sites. The strategy should be graphical and communicable to a non-technical end-user. Each strategy must cover proposed interventions across the following categories (not all will apply to every site):

- Space rearrangement within the existing envelope to improve workflow and ergonomics
- Interaction elements: display units, display-cum-windows, work counters, chairs and tables, storage systems
- Indoor environmental control (IEC) measures as needed: false ceilings, window closures, roof insulation, ventilators, shading
- Finishing improvements: wall paints, countertop materials, flooring, hygiene-related finishes
- Front facade and entrance treatment to improve visibility and identity
- Branding elements: business boards, painted signage, facade treatment

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

Upgradation strategies must be vetted by SELCO and the end-user (facilitated by the ground team) before proceeding to drawings.

III. 3D visualization

Develop 3D visualisation (realistic renders not mandatory) for new designs and upgradation sites. The 3D visualisation will be used to communicate with end-user about spatial quality, as well as other interior elements like counters, storage & display, equipment etc.

IV. Bill of Quantities

Prepare itemised BOQ for each workspace, including material quantities, structural and finishing elements, and furniture. Aligned to end-user budget provided by SELCO Foundation.

V. Review and Feedback

Include feedback from SELCO team on designs before moving into the next stage.

VI. Final Design and Documentation

Include and incorporate feedback from the SELCO team at each stage before proceeding to the next. Orientation and discussion sessions to be held at every stage. Deliver all final drawings, BOQs, and documents in both editable and PDF formats.

4. List of deliverables and timelines

Sl. No	Items	Timeline
01	Site Visit & Analysis (2 new sites + 5 upgradation sites) <i>Prepare a Site Analysis Report covering:</i> • Site context, access, and surroundings • Topography, orientation, wind and sunlight analysis • Existing built fabric and available materials • Understanding of livelihood process and end-user requirements <i>Prepare an Upgradation Assessment Report for each, covering:</i> • Existing condition survey – structure, envelope, services, spatial organisation • Identification of critical deficiencies affecting livelihood productivity, safety, and comfort • Opportunities for natural light, ventilation, and energy improvement	Week 1 Week 2

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

02 A	Upgradation Strategy (5 sites) <i>Prepare a Upgradation Strategy document for each 5 sites, including:</i> • <i>Proposed interventions – graphical representation</i> • <i>Prioritisation of interventions against budget</i> • <i>Phasing strategy</i> <i>SELCO review and feedback to be incorporated before proceeding to next step</i>	Week 3 <i>(Ground team to vet the new design with end users and get feedback – parallel activity)</i>
02 B	Detailed upgradation drawings Finalisation and BOQ (5 upgradation sites) Prepare drawings as required by the nature of each upgradation (not all drawing types mandatory for every site). Minimum one annotated plan per site. May include: • <i>Existing vs. Proposed Plans / Sections</i> • <i>Furniture and workflow layout</i> • <i>Details for specific interventions (openings, roofing, cladding, etc.)</i> • <i>BoQ for Upgradation</i>	Week 4-5
03 A	Design Concept & Strategy (2 new sites) <i>Prepare and present a Concept Design Strategy document for each new site, including:</i> • <i>Design rationale and approach</i> • <i>Schematic layout with spatial zoning</i> • <i>Energy efficiency and climate-response strategies</i> • <i>Material and technology integration</i> <i>SELCO review and feedback to be incorporated before proceeding</i>	Week 6
03 B	Detailed design drawings (2 new sites) • <i>Furniture Layout Plan</i> • <i>Working Drawing – Section</i> • <i>3D visualisations</i> • <i>Construction Details (as needed for critical junctions and material interfaces)</i> <i>SELCO review and feedback to be incorporated before proceeding</i>	Week 7-8
03 C	Detailed design drawings Finalisation and BOQ (2 new sites)	Week 9 <i>(Ground team to vet the upgradation)</i>

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

	• Furniture Layout Plan • Working Drawing – Section • Working drawing – Floor plan • 3D visualisations • Electrical drawings • BoQ Finalise after getting feedback from the end users and ground team	<i>strategies with end users and get feedback – parallel activity)</i>
04	Consolidated review and Final Handover Incorporate SELCO Foundation review comments on all drawings and documents. Submit final complete drawing set, BOQ documents, and all deliverables for all 7 sites (2 new + 5 upgradation) in both editable and PDF formats.	Week 10

Note:

- Orientation and discussion sessions to be held with the SELCO Foundation at every stage of the process.
- The designs produced will be a part of an open-source design repository

5. Timelines:

10 weeks for completing the deliverables from the signing of agreement.

6. Eligibility Criteria:

- B.Arch degree from a recognised institution;
- Minimum 5 years of practical post-qualification experience in architectural design and construction documentation.
- Demonstrated experience of at least 2 completed projects in small-scale livelihood workspaces, rural housing, or similar low-budget context-sensitive projects (sample drawings and photographs to be submitted as portfolio evidence).
- Proficiency in preparing detailed architectural drawings, sections, electrical layouts, and 3D visualisations using CAD / SketchUp / Revit or equivalent software.
- Knowledge of sustainable and energy-efficient design principles, with demonstrated application in projects.

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

- Ability and willingness to conduct field visits to rural / peri-urban sites in Meghalaya; familiarity with Northeast Indian construction context preferred.
- Prior experience working with NGOs, development sector organisations, or social enterprises is desirable

7. Selection Criteria:

The proposal will be evaluated based on the following general areas:

- Agency will be evaluated based on prior work experience/ portfolio. Ensure sample projects with similar concepts are submitted for evaluation.
- Agency to have a qualified team with relevant experience. Resumes of team working on this project to be submitted for evaluation.
- Agency to demonstrate knowledge of sustainable, climate-responsive, and energy-efficient design
- Prior knowledge of working with NGOs.
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms. Detailed breakup to be provided for each component.

SELCO Foundation will have the authority to determine and select 3 applicants from this ToR based on the selection criteria and selection/rejection will be communicated.

8. Payment Terms:

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

1. Please provide a break-up of the costs as agreement quotation for the service provided on an official letterhead with signatures and stamps, wherever needed.
2. Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
3. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
4. The quotation is inclusive of all necessary taxes and applicable costs.
5. Other than the proposed amount, no additional amounts will be paid for fuel, phone charges, etc.
6. Deliverables need to be submitted as per the given timeline or before the expected date.
7. Quotation must be submitted on official letterhead with signatures and, where applicable, organisational stamps. Include full name, address, contact information, and bank details.
8. Payment for field travel from State capital (Shillong) can be reimbursed

Terms of Reference (TOR)

Terms of Reference (TOR) for Designing of 21 Livelihood workspaces Meghalaya

a) **Payment Timeline:**

First payment instalment:	30%	Advance
Second payment instalment:	20%	Finalisation of upgradation drawings of 5 sites
Third payment instalment:	20%	Finalisation of conceptual design for 2 new sites
Fourth payment instalment:	20%	Finalisation of design drawings for 2 new sites
Fifth payment instalment:	10%	All deliverable completed

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 design remuneration (per. Sq.ft), milestones and submit the Quotation on or before **26 July 2026**.

Any further queries please write to “procurement@selcofoundation.org” with a subject line: **“Designing of 21 livelihood workspaces Meghalaya”**