



## Terms of Reference (TOR) for Consultancy Services

<b>Title</b>	<b>Scaling Livelihood Solutions in Post Harvest Processing (PHP) and Value Addition</b>
<b>Timeline</b>	August 2026 to January 2027
<b>Expected area of expertise</b>	<ul style="list-style-type: none"><li>❖ Scaling livelihood solutions</li><li>❖ Project planning, review, shortlisting, and due diligence</li><li>❖ Stakeholder engagement and coordination</li><li>❖ Outreach, Knowledge materials, document learnings and insights</li></ul>
<b>Apply Link</b>	<a href="https://forms.gle/ns2Yf4BkifPzMtLD9">https://forms.gle/ns2Yf4BkifPzMtLD9</a>
<b>Last Date for Apply</b>	<b>15th July 2026</b>

### **About SELCO Foundation:**

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

### **1. About the Programmes & Objective:**

For smallholder farmers, women's collectives and micro-enterprises, post-harvest processing and value addition are the backbone of their livelihoods — yet they work runs on manual effort, heavy drudgery and lost time. Drying, cooling and processing activities are done by hand, produce spoils quickly, value addition stays out of reach, and farmers are forced to sell raw at low prices. The clean energy technologies that could change this already exist; they simply don't reach the farmers who need them most. When harvest gluts crash prices, farmers have no way to hold produce for later sale, and the processing machines that would let them add value are rarely available locally.

Post-Harvest Processing (PHP) in agriculture and horticulture faces several challenges that drive significant losses and less income for farmers. Among them are high post-harvest losses caused by improper processing and handling. Inadequate storage — including the absence of

cold storage and other enabling technologies — adds further spoilage and quality loss, while limited access to processing facilities and modern technologies compounds the problem.

Value addition refers to enhancing the worth of agri-horti produce through activities such as cleaning, grading, sorting, packaging, processing and preservation. It reduces post-harvest losses, extends shelf life, improves product quality and strengthens demand for farmers' products. In doing so, it raises farmer incomes and expands the export potential of agricultural and horticultural produce. Effective post-harvest management and value addition are therefore central to improving the efficiency and profitability of the agricultural sector.

This project addresses these problems by supporting livelihood solutions in post-harvest processing and value addition. To this end, SELCO Foundation invites clean energy enterprises to apply for support to scale Decentralized Renewable Energy (DRE) driven livelihood technologies — widening access to clean energy and strengthening the livelihoods of the communities that depend on it.

## 2. Scope of Work

Shortlisted enterprises may choose to work on all or a part of the activities listed below-

- ❖ Scaling the livelihood technologies through Post Harvest Processing (PHP) and Value Addition
- ❖ Unlocking relevant schemes and finance
- ❖ Conducting Awareness and Orientation workshops with end-users, Financial Institutions, NGOs etc.
- ❖ Conduct Events/Melas
- ❖ Capture learnings

**3. Duration of the Program:** The program is planned Aug 2026 up to Jan 2027

## 4. SELCO's Offering for the Program:

SELCO Foundation, depending on the need, shall offer a part of gap financial resources, mentorship, networks and other related services to the selected enterprises for carrying out various activities like scaling solutions, awareness and training, documentation etc.

## 5. Who can apply:

- ❖ Enterprises working on livelihood technology solutions in Post harvest processing and value addition of Agriculture, Horticulture, micro business
- ❖ Enterprises working with **farmer communities** for scaling technologies
- ❖ Grassroots enterprises catering to **local demand for livelihood technologies**.
- ❖ Enterprises looking at **working closely with stakeholders such as NGO's/ Govt Institutes/Financial/schemes institutions** for scaling their technologies.

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/ns2Yf4BkifPzMtLD9> on before **15th July 2026**.



Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **“Scaling Livelihood Solutions in Post Harvest Processing (PHP) and Value Addition”**.

**Geography** – Karnataka, Odisha (Kalahandi, Koraput, Rayagada), Maharashtra (Pune, Nagpur, Assam – Bodoland territories- Baksa, Udalguri, Kokrajhar, Tamulpur, Cachar, Hailakandi, Sribhumi, Kamrup, Guwahati, Other districts within these states are preferred)

#### **6. Scope of Work:**

Shortlisted enterprises may choose to work on all or a part of the activities listed below-

- ❖ Scaling the livelihood technologies through Post Harvest Processing (PHP) and Value Addition
- ❖ Unlocking relevant schemes and finance
- ❖ Conducting Awareness and Orientation workshops with end-users, Financial Institutions, NGOs etc.
- ❖ Conduct Events/Melas
- ❖ Capture learnings

#### **7. Selection and Evaluation Criteria:**

In addition to the filled application form, SELCO Foundation will also be evaluating the applications based on the following criteria:

- ❖ Scale solutions of Post Harvest Processing (PHP) and value addition in Food Processing, agriculture, Horticulture and micro business
- ❖ Technically sound and well-functioning livelihood technologies
- ❖ Intent for post installation servicing of technologies

#### **8. Application Process and Proposal Submission:**

If your enterprise is interested in collaborating with SELCO Foundation, kindly fill the application form shared below with relevant details -

Last Date for Application –**July 15th, 2026**

#### **Process:**

1. Open Call for Applications
2. Solutions Mapping
3. Enterprise Selection
4. Finalization of work plan
5. Implementation
6. Ecosystem Support
7. Documentation & Impact

#### **9. Roles and Responsibilities**

### **Enterprises**

- Identify and mobilize end users
- Finalize end user
- Conduct end-user mapping and community engagement
- Customize scale solutions to local needs
- Install and commission systems / technologies as per agreed quality and service standards
- Provide Operational and Maintenance support
- Track progress (at the project and as the program level) and submit regular reports (Quarterly)
- Proper end user documentation – from end-user identification to closure for each end user (Handover letter, installation report, assessment form, Request letter and consent form, KYC) Formats shared by SELCO Foundation)
- Fortnightly program review and updates meetings

### **SELCO Foundation**

- Define program strategy, objectives, and selection criteria
- Approve shortlisted end user and final selections
- Provide technical guidance and ecosystem connections
- Monitor program progress and review deliverables
- Approve reports, case studies, and knowledge products
- Manage contracts and milestone-based payments
- Support end-user documents, templates

## **10. SELCO's Offering for enterprises**

SELCO Foundation will support selected enterprises through a combination of Gap financial assistance, technical guidance, ecosystem and partnerships activities to accelerate the scale-up of and/or Decentralized Renewable Energy (DRE) livelihood solutions focusing Post Harvest Processing and value addition in Food Processing, Agriculture, Horticulture and micro business.

Based on the enterprise's proposed scale plan and identified needs, SELCO Foundation may provide support in the following areas:

### **1. Scale-Up Support**

- Expanding solutions across new geographies and user segments.
- Support for demonstration and adoption of technologies among communities.
- Gap finance analysis and support for scaling solutions

### **2. Community engagement**

- Support for awareness, technology demonstrations, orientation workshops, melas, and exposure events.
- Facilitation of engagement with communities, farmer collectives, women micro entrepreneurs and grassroots organizations.

### **3. Technical and Strategic Mentorship**

- Mentorship support on end-user business models strategies,
- Technical inputs on improving technology deployment, adoption, and long-term sustainability.

### **4. Ecosystem Building and Partnerships**

- Facilitation of collaborations with NGOs, government departments, community organizations, and other ecosystem stakeholders.
- Support in creating localized implementation partnerships for effective last-mile delivery.

### **5. Documentation, Learning and Knowledge Sharing**

- Support for documenting implementation of learnings, case studies, impact stories, and best practices regarding to end users livelihoods
- Opportunities to showcase successful models and learnings across SELCO Foundation's network and platforms.

### **6. Monitoring and Impact Assessment**

- Assistance with measuring end-user adoption, production, incomes, system usage, and outcomes.

#### **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.

#### **Payment Terms:**

It will be deliverable based with payments made in accordance with the terms agreed upon between the consultant and SELCO Foundation.

#### **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:** 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.

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

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.