



Terms of Reference (ToR) for Photo and Video Documentation of Climate-Resilient Fisheries Interventions in Assam

Particular	Details
Title	Photo and Video Documentation of Climate-Resilient Fisheries Interventions in Assam
Timeline	10–12 weeks from the date of onboarding and signing of the agreement
Expected Area of Expertise	Experience in capturing video and photographic content related to fisheries, aquaculture or rural livelihoods; familiarity with documenting development projects and sustainable, climate-adaptive solutions; and experience in documentary filmmaking, script writing, storyboard development, interviews, graphics, animation and visual storytelling
Apply Link	https://forms.gle/37cjs32mWJraF4zv7
Last Date to Apply	16th August 2026, 5:00 PM

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 organisation strives to create equitable societies where services are accessed by all communities. SELCO Foundation’s interventions contribute to sustainable delivery models for essential services such as livelihoods, education and health at the last mile.

Read more about SELCO Foundation at: <http://www.selcofoundation.org/>

1. About the Programme

SELCO Foundation’s livelihoods programme focuses on improving the economic conditions of communities by integrating sustainable energy and climate-adaptive solutions into income-generating activities.

Fishing and aquaculture communities in Assam face several interconnected pressures. These include erratic weather patterns, inadequate infrastructure, poor post-harvest management and limited market access, all of which affect incomes and quality of life. SELCO Foundation’s approach places the end user at the centre of each intervention and works towards solutions that are technically sound, locally appropriate and economically viable.

Assam’s fisheries sector plays an important role in the state’s rural economy. It supports the livelihoods of fishing families and fish farmers across rivers, wetlands and ponds and contributes to



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food security and household income. However, challenges across different stages of the fisheries value chain continue to limit productivity and resilience.

At the pre-harvest stage, fish farmers face inadequate pond preparation, unreliable access to quality fingerlings and feed, and limited availability of energy-efficient aeration and water-management systems. Climate variability, including erratic monsoons and rising temperatures, can further disrupt breeding cycles and pond health.

At the harvest and post-harvest stages, limited access to reliable cold-chain infrastructure, appropriate storage and efficient processing facilities can lead to losses in the quality and quantity of fish. These losses are largely borne by fishing communities themselves.

At the market-linkage stage, poor connectivity, limited access to fair prices and dependence on intermediaries can prevent fishing households from receiving the full value of their labour and production.

SELCO Foundation, in collaboration with local partners and fishing communities in Assam, has implemented a range of climate-resilient solutions across the fisheries value chain. These include pond-level energy interventions, improved production systems, post-harvest infrastructure and market-support solutions.

This assignment will document the challenges faced by fishing communities and the role of these interventions in addressing gaps across the fisheries value chain. The documentation will follow the journey from seed production and pond preparation to production, processing, transportation and sale. It will present an end-to-end account of the problem, the solution introduced, the process through which it was implemented and the resulting impact.

The documentation will focus on three core aspects:

1. **Problems and challenges:** Climate stress, inadequate infrastructure, post-harvest losses, limited market access and the effect of these challenges on fishing livelihoods.
2. **Solutions and implementation:** Energy-efficient aeration, improved hatchery and production systems, recirculating aquaculture systems, fish-drying infrastructure and live-fish transport and marketing support.
3. **Outcomes and impact:** Changes in fish productivity, post-harvest losses, incomes, working conditions, market access and climate resilience.

The final visual documentation will be used for advocacy, capacity building, stakeholder engagement, knowledge sharing and policy engagement. It is expected to help communicate the potential for wider adoption and scaling of sustainable fisheries solutions.



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Sites and Interventions Proposed for Documentation

Value-Chain Node	Solution Focus	Selected End User or Implementer	District	Block or Location
Seed Production and Hatcheries	FRP Hatchery	Gajendra Nath, Uttaran FPC	Kamrup Rural	Rangia
Biofloc Systems	Biofloc	Monalisa Das	Kamrup Rural	Hajo
Nursery and Grow-Out Ponds	Nursery Aeration	Bipul Nath	Sonitpur	Naduar
Nursery and Grow-Out Ponds	Grow-Out Pond with Paddle-Wheel Aeration	Ramani Baruah, Nadual FPC	Sonitpur	Naduar
Recirculating Aquaculture Systems	RAS	Safatun Begam	Kamrup Rural	Hajo
Post-Harvest Processing	Fish Dryer	Bina Biswas	Nagaon	Laokhuwa
Live-Fish Marketing	Live-Fish Transport and Marketing	Rajibananda, Sootia FPC	Biswanath	Sootea

2. Objective

2.1 Overall Objective

The overall objective of this assignment is to create high-quality visual documentation that presents the challenges within inland fisheries, the solutions introduced and the impact of climate-resilient fisheries interventions on communities in Assam.

The documentation should capture not only the technology or infrastructure installed but also the context in which the intervention was introduced, the implementation process, the role of different stakeholders and the changes experienced by fish farmers, fishing communities, collectives and local institutions.

2.2 Specific Objectives

The selected agency or consultant will produce the following:



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A. One 8–14-Minute Main Film: “Climate-Resilient Fisheries in Assam”

The film should:

- Illustrate the challenges faced by fish farmers and fishing communities because of climate stress, inadequate infrastructure, gaps in production systems and post-harvest losses.
- Follow the fisheries value chain across the selected interventions and locations.
- Show the solutions supported by SELCO Foundation at the pre-harvest, production, post-harvest and market-linkage stages.
- Document changes in fish productivity, post-harvest losses, household or enterprise income, working practices and market access, wherever evidence is available.
- Include community testimonials that reflect the lived experiences of fish farmers and fishing communities.
- Feature relevant stakeholder perspectives, including fish farmers, fisheries experts, cooperative or FPC members, SHG members, partner organisations, government representatives and SELCO Foundation representatives.
- Present a coherent problem–solution–process–impact narrative rather than a collection of disconnected intervention profiles.
- Communicate the need and potential for scaling climate-resilient fisheries interventions.

B. Seven One-Minute Impact Case-Study Videos

Seven focused, story-led videos will be produced for YouTube Shorts, Instagram Reels and similar digital platforms.

Each video should focus on an individual farmer journey, a collective experience or a specific intervention and communicate the human impact of the solution in an accessible and engaging format.

C. Photographic Documentation

The agency will capture and submit 50–100 high-resolution photographs for each confirmed site or intervention unit.

The photographs should include:

- Wide shots that establish the site and the surrounding fisheries landscape.
- Fish farmers and community members operating the intervention.



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- Close-ups of equipment, system components and technical processes.
- Activities such as seed production, stocking, feeding, monitoring, water management, harvesting, processing, transportation and sale.
- Photographs showing changes in practices or processes.
- Portraits of fish farmers, workers, SHG or FPC members, cooperative representatives and partners.
- Community meetings, training sessions, demonstrations and market interactions, wherever relevant.
- Visible outcomes such as healthy fish stock, improved processing practices, reduced losses and improved market access, wherever these can be documented accurately.

The photographs should collectively present a problem–solution–process–impact narrative. Each final selected photograph must be submitted with:

- Site and location.
- Date of capture.
- Name of the intervention.
- Description of the activity.
- Names of identifiable individuals, where appropriate and consented to.
- A brief and accurate caption.

3. Scope of Work

SELCO Foundation is seeking proposals from qualified individuals, teams or agencies to undertake end-to-end photo and video documentation across the selected fisheries interventions in Assam.

The scope includes pre-production, field production, post-production, review and final handover.

3.1 Pre-Production

The selected agency or consultant will:

1. Review the project brief, available programme information and site-level material shared by SELCO Foundation.
2. Participate in an inception discussion with the SELCO Foundation team to understand:
 - a. The programme and its intended outcomes.
 - b. The fisheries value chain.
 - c. The selected interventions.
 - d. The intended audiences for the documentation.



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- e. The use of the final films and photographs.
3. Develop a narrative treatment for the overall documentation.
4. Prepare the script and storyboard in consultation with SELCO Foundation. The storyboard should:
 - a. Follow the fisheries value chain.
 - b. Connect the different sites and interventions.
 - c. Establish the central problem–solution–process–impact narrative.
 - d. Identify the proposed interviewees and interview themes.
 - e. Clarify the role of community voices, institutional voices, graphics, animation, subtitles and voiceover.
5. Incorporate up to two rounds of feedback on the initial narrative treatment, script and storyboard before production begins.
6. Prepare a detailed production plan covering:
 - a. Site sequence.
 - b. Shoot schedule.
 - c. Travel plan.
 - d. Team deployment.
 - e. Equipment.
 - f. Interview schedule.
 - g. Drone requirements, where applicable.
 - h. Language and translation requirements.
 - i. Consent process.
 - j. Local permissions.
 - k. Risk-management and contingency arrangements.
7. Coordinate with fish farmers, FPCs, cooperatives, SHGs, local government representatives, partner organisations and fisheries experts, with support from SELCO Foundation.
8. Obtain or coordinate all required site and production permissions.
9. Review the consent-form template provided by SELCO Foundation and integrate the consent process into the field-production plan.

Production may begin only after the narrative treatment, script, storyboard and production plan have been approved by SELCO Foundation.

3.2 Production

The selected agency or consultant will undertake field production across all confirmed sites.

The field documentation must include:



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1. High-quality footage across the fisheries value chain, including:
 - a. Seed production and hatchery operations.
 - b. Nursery-pond preparation and management.
 - c. Grow-out pond management.
 - d. Biofloc operations.
 - e. Recirculating aquaculture systems.
 - f. Aeration systems.
 - g. Feeding and water-quality management.
 - h. Fish harvesting.
 - i. Drying and processing.
 - j. Live-fish transportation.
 - k. Marketing and sale.
2. Clear visual demonstrations of the solutions supported by SELCO Foundation, including:
 - a. FRP hatcheries.
 - b. Biofloc tanks.
 - c. Nursery aeration systems.
 - d. Paddle-wheel aeration.
 - e. RAS units.
 - f. Fish dryers.
 - g. Live-fish transport infrastructure.
3. High-resolution photographs of:
 - a. Project sites.
 - b. Farmers and workers carrying out routine activities.
 - c. Equipment and system components.
 - d. Community and collective activities.
 - e. Processing and transportation.
 - f. Market transactions.
 - g. Relevant outcomes and changes.
4. Drone footage of key fisheries sites, where appropriate, legally permissible and approved in advance.
5. Interviews with fish farmers and fishing-community members as the primary voices of the documentation. These interviews should centre on:
 - a. Their livelihoods before the intervention.
 - b. The challenges they faced.



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- c. Their experience of adopting or operating the solution.
 - d. Changes in production, effort, costs, losses, income or market access.
 - e. Difficulties or limitations that remain.
 - f. Their expectations for the future.
6. Interviews with representatives of FPCs, cooperatives or SHGs where the intervention involves collective ownership, management or use.
7. Interviews with government representatives, technical experts or partner organisations where they have played a significant role in the intervention.
8. At least one interview with a SELCO Foundation representative. The interview should cover:
 - a. The need for the intervention.
 - b. SELCO Foundation's approach.
 - c. The relevance of decentralised sustainable energy.
 - d. The importance of climate resilience.
 - e. The potential for replication and scaling.
9. Clear and usable location sound and interview audio.
10. Contextual and observational footage that allows the films to show daily practices and lived realities rather than relying only on interviews.
11. Informed consent before all identifiable photo, video or audio capture. The consent process will be supported by the SELCO Foundation team, and the approved consent-form template will be shared.
12. Appropriate conduct during fieldwork, including respect for the dignity, privacy, time and agency of participating individuals and communities.

3.3 Post-Production

The selected agency or consultant will:

1. Review, organise and securely back up all footage, photographs and audio.
2. Revise the storyboard and narrative structure based on the material captured in the field.
3. Present the revised storyboard and proposed edit structure to the SELCO Foundation team.
4. Produce one 8–14-minute main film titled “Climate-Resilient Fisheries in Assam”.
5. Produce seven one-minute impact case-study videos suitable for vertical digital platforms.



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6. Select, edit and colour-correct the final photographs without materially altering the documented situation.
7. Prepare captions and metadata for all final selected photographs.
8. Edit the videos in an engaging and contextually accurate format.
9. Incorporate:
 - a. Titles and text.
 - b. Graphics.
 - c. Animation, where required.
 - d. English subtitles.
 - e. Translation.
 - f. Voiceover, where required.
 - g. SELCO Foundation branding and credits.
10. Ensure that all names, figures, captions, subtitles, translations and visual representations are accurate and approved.
11. Incorporate a minimum of three rounds of consolidated feedback from SELCO Foundation after submission of the first video drafts.
12. Deliver final approved versions of all films and photographs.
13. Submit all raw and editable material in an organised folder structure.

3.4 Technical and Quality Requirements

The following minimum technical and quality requirements will apply:

- All outputs must follow a consistent visual style aligned with SELCO Foundation's visual identity.
- All footage must be stable, properly exposed and recorded with clear sound.
- Final videos must be delivered in Full HD and in formats appropriate for the intended platform.
- The final aspect ratio, frame rate, codec and export specifications for the main film and vertical videos must be agreed upon during pre-production.
- Final selected photographs must be high resolution and suitable for digital and print use.
- Photographs must be colour-corrected without materially altering the documented situation.
- Voiceover recording, graphics, animation, translation and subtitling must be included in the technical and financial proposal.
- The selected agency must maintain secure backups of all photographs, footage, audio and editable project files until the assignment is formally closed.
- Major deliverables must be shared in a manner that allows SELCO Foundation a minimum of five working days for review.



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- All final raw and edited files must be organised using a folder and file-naming system agreed upon during pre-production.

4. Roles and Responsibilities

4.1 SELCO Foundation Will

SELCO Foundation will:

1. Share the project brief, available programme information and relevant site details.
2. Support introductions and coordination with:
 - a. End users.
 - b. FPCs.
 - c. Cooperatives.
 - d. SHGs.
 - e. Partner organisations.
 - f. Government representatives.
 - g. Fisheries experts.
 - h. Other relevant stakeholders.
3. Support the agency in seeking community consent and provide the approved consent-form template.
4. Review and approve:
 - a. The narrative treatment.
 - b. Script.
 - c. Storyboard.
 - d. Production plan.
 - e. Interview framework.
 - f. Proposed graphics and visual treatment.
 - g. Final deliverables.
5. Provide consolidated feedback on drafts and deliverables.
6. Share relevant branding and visual-identity guidelines.
7. Facilitate internal coordination with SELCO Foundation programme teams and representatives.
8. Provide reasonable support for local permissions and site access, wherever required.
9. Communicate material changes in site availability, interviewee availability or programme schedules as early as possible.
10. Allow a minimum of five working days for internal review of major deliverables.



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4.2 The Selected Agency or Consultant Will

The selected agency or consultant will:

1. Take end-to-end responsibility for pre-production, production, post-production and final handover.
2. Deploy a suitably qualified team for:
 - a. Narrative development.
 - b. Script writing.
 - c. Direction.
 - d. Photography.
 - e. Videography.
 - f. Drone operation, if applicable.
 - g. Sound recording.
 - h. Editing.
 - i. Graphics.
 - j. Animation.
 - k. Translation.
 - l. Voiceover.
 - m. Subtitling.
 - n. Project coordination.
3. Prepare and adhere to the approved work plan and production schedule.
4. Coordinate field travel and production logistics across all confirmed sites.
5. Arrange appropriate production equipment and backup equipment.
6. Ensure that all information, names, captions, subtitles, translations and visual representations are accurate and contextually appropriate.
7. Maintain the dignity, privacy and agency of participating individuals and communities.
8. Obtain informed consent before all identifiable captures.
9. Ensure that community members understand the intended use of their photographs, interviews and footage.
10. Maintain secure backups of photographs, footage, audio and project files until formal closure of the assignment.
11. Incorporate consolidated feedback within agreed timelines.
12. Submit final outputs, editable files and raw material in an organised manner.
13. Disclose any proposed subcontracting arrangement and obtain prior written approval from SELCO Foundation.
14. Comply with all applicable legal, ethical, labour, safeguarding and production requirements.



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15. Immediately inform SELCO Foundation of any issue that may affect the agreed scope, quality, cost or timeline.

5. Deliverables to Be Provided

The assignment is expected to be completed within 10–12 weeks of onboarding. The schedule below may be refined during contracting, but the overall assignment duration must be maintained.

Sr. No.	Deliverable	Expected Timeline
1	Inception, Narrative Treatment, Script and Storyboard: Review of programme material; inception discussion; narrative treatment; script; storyboard; preliminary interview plan; site plan; production schedule; language and translation plan; consent plan; and risk-management plan. Up to two rounds of feedback will be incorporated at this stage.	Within five working days of signing the contract
2	Site Visits, Photography, Videography and Interviews: Field documentation across all confirmed sites in Assam. This will include footage of value-chain activities, intervention operations, contextual visuals, community activities, interviews and consent documentation.	Completed within four weeks of finalisation of the storyboard
3	High-Resolution Photographs: Submission of 50–100 edited photographs per confirmed site or intervention unit. Images should generally have dimensions of at least 2,000 × 2,000 pixels or equivalent high-resolution dimensions appropriate to the composition. Each final image must include the required caption and metadata.	Within one week of completing the site visits
4	Revised Storyboard and Edit Presentation: Revision of the storyboard and narrative sequence based on the content captured during fieldwork. The agency will present the revised edit structure to the SELCO Foundation team for approval.	Within one week of completing the site visits
5	Draft and Final Video Submission: One 8–14-minute main film and seven one-minute impact videos. The agency must incorporate at least three rounds of consolidated feedback.	First drafts within two weeks of approval of the revised storyboard under Deliverable 4; finalisation



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		subject to agreed review periods
6	Final Handover: Final approved films; high-resolution photographs; raw photographs; raw video footage; audio; scripts; storyboards; captions; subtitle files; graphics; animation files; translations; consent records; and editable project files.	Within one week of final approval of all films

Timeline Notes

- SELCO Foundation must be allowed a minimum of five working days to review major deliverables.
- The agency's proposal should show how review periods and revision rounds will be accommodated within the overall 10–12-week timeline.
- Any expected delay caused by weather, community availability, fisheries cycles, local permissions or travel disruption must be communicated immediately.
- Changes in the scope, number of sites or number of deliverables must be approved in writing.

6. Selection Criteria

The proposals will be evaluated using the following criteria:

Evaluation Component	Criteria Focus	Weighting	Required Evidence in Proposal
Relevant Experience and Portfolio	Experience producing documentary films, photographs and narrative-led communication for fisheries, livelihoods, climate adaptation or development-sector programmes	30%	Portfolio, work samples and references from comparable assignments
Understanding and Narrative Approach	Understanding of SELCO Foundation's approach, the fisheries value chain, the assignment objectives and the problem–solution–process–impact narrative	25%	Technical proposal, narrative approach and



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			preliminary methodology
Team and Technical Capability	Availability and experience of the proposed team in direction, photography, videography, sound, editing, animation, translation and subtitling	20%	Team profiles, CVs, proposed roles and HR allocation
Work Plan and Field Execution	Feasibility of the production plan, travel plan, community-engagement approach, consent process, risk-management plan and ability to complete the work within the proposed timeline	15%	Work plan, production schedule, travel plan and risk-management approach
Financial Proposal	Reasonableness and transparency of costs, payment terms and value offered in relation to the scope	10%	Itemised financial quotation and cost assumptions
Total		100%	

6.1 Eligibility Criteria

Applicants should demonstrate:

1. Experience in documentary script writing, narrative development and storyboard creation for development-sector films.
2. Prior work documenting fisheries, climate-adaptive interventions, rural livelihoods or community-based programmes. Direct fisheries experience is preferred.
3. An understanding of inland fisheries practices, value-chain stages and the challenges faced by fishing communities.
4. The ability to interact sensitively with fishing communities, cooperatives, FPCs, SHGs and local authorities.
5. Technical proficiency in photography, videography, sound recording, editing, subtitles, animation and voiceover integration.
6. The capacity to manage field travel and production across multiple districts in Assam.
7. Familiarity with rural communities in Assam. Proficiency in Assamese is an advantage.



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8. The ability to provide all required raw footage, editable project files and final production assets.
9. The ability to complete the assignment within the proposed timeline.
10. Compliance with applicable legal, ethical, labour, safeguarding and anti-bribery requirements.

7. Submission Requirements

Interested collaborators, including individuals, teams and agencies, are requested to submit the following before the application deadline.

7.1 Organisational or Individual Profile

A brief overview covering:

- The organisation or individual.
- Relevant areas of expertise.
- Years of experience.
- Development-sector experience.
- Geographic experience.
- Legal status and registration details, where applicable.
- Primary contact details.

7.2 Understanding of the Assignment

A brief note demonstrating an understanding of:

- SELCO Foundation's livelihoods approach.
- The fisheries value chain.
- Climate-related and infrastructural challenges in inland fisheries.
- The purpose of the documentation.
- The intended audiences.
- The proposed problem–solution–process–impact narrative.

7.3 Proposed Approach and Methodology

The proposal should explain:

- The proposed narrative approach.



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- Documentary and photography methodology.
- Method for connecting the different sites into one coherent story.
- Interview process.
- Community-engagement process.
- Informed-consent process.
- Production approach.
- Photography approach.
- Post-production approach.
- Approach to translation, subtitles, voiceover, graphics and animation.
- Quality-assurance process.
- File-management and backup process.
- Risk-management and contingency measures.

7.4 Work Plan and Timeline

A detailed schedule covering:

- Inception.
- Script and storyboard development.
- Review rounds.
- Site visits.
- Field production.
- Photo submission.
- Storyboard revision.
- Film editing.
- Feedback rounds.
- Final submission.

7.5 Proposed Team and HR Allocation

Applicants must provide:

- Names of proposed team members.
- Roles.
- Relevant experience.
- CVs or short profiles.
- Proposed number of days or hours allocated to the assignment.



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- Identification of the primary point of contact.
- Details of any proposed subcontractor.

7.6 Relevant Portfolio

Examples of previous work in:

- Photography.
- Documentary filmmaking.
- Fisheries or aquaculture.
- Rural livelihoods.
- Climate adaptation.
- Sustainable-energy interventions.
- Development-sector communication.
- Community-led storytelling.

Applicants should provide accessible links and clearly explain their role in each submitted work sample.

7.7 References

Contact details or letters from previous clients for comparable assignments, wherever available.

7.8 Financial Proposal

A detailed quotation showing:

- Pre-production costs.
- Professional fees.
- HR allocation.
- Equipment costs.
- Field-production costs.
- Travel and accommodation.
- Local transportation.
- Drone costs, where applicable.
- Editing.
- Photography selection and processing.
- Graphics and animation.



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- Translation.
- Subtitling.
- Voiceover.
- Data storage and handover.
- Applicable taxes.

7.9 Travel and Logistics Plan

The proposal should state:

- Tentative number of travel days.
- Proposed team size.
- District-wise or site-wise travel assumptions.
- Mode of transport.
- Accommodation assumptions.
- Equipment-transport requirements.
- Local-production support requirements.
- Associated costs.

The application must directly demonstrate the applicant's ability to manage the assignment from narrative development and field production through editing, revision and final handover.

Applicants should account for reasonable flexibility in team time allocation while ensuring that all agreed deliverables are completed within the contract period.

8. Intellectual Property

All final outputs, photographs, videos, footage, audio recordings, scripts, storyboards, graphics, subtitles, translations, templates, project files and other materials produced under this engagement will be the intellectual property of SELCO Foundation.

The selected agency or consultant must submit all raw and editable material to SELCO Foundation upon completion of the assignment.

SELCO Foundation may use, reproduce, edit, adapt, translate, distribute or publicly share the material for programme, advocacy, training, communication and knowledge-sharing purposes.



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The agency or consultant may not publish, display, submit for awards, use in its portfolio or otherwise circulate any material produced under the assignment without prior written approval from SELCO Foundation.

Any decision to release the final outputs under an open-source or public-sharing licence will rest with SELCO Foundation.

The agency or consultant must ensure that any third-party music, stock footage, fonts, graphics, software assets or other copyrighted material used in the final outputs is appropriately licensed for SELCO Foundation's intended use. Proof of such licences must be provided during final handover.

9. Payment Terms

Payment will be deliverable-based and governed by the final agreement between SELCO Foundation and the selected agency or consultant.

Applicants must provide a detailed quotation with:

- Clear cost assumptions.
- Deliverable-wise costs.
- HR allocation.
- Travel and logistical costs.
- Applicable taxes.
- Payment milestones.
- Validity period of the quotation.

Payment Schedule

Instalment	Payment Terms
First Instalment – 30%	Advance payment upon signing of the agreement and submission of the required invoice and supporting documents
Second Instalment – 40%	Upon submission and acceptance of the complete set of high-resolution photographs from all confirmed site visits
Third Instalment – 30%	Upon final approval of all films and submission of all raw photographs, video footage, audio, captions, subtitles, scripts, storyboards and editable project files

Applicable TDS will be deducted in accordance with prevailing income-tax requirements.



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Payments will be processed only after:

- Acceptance of the relevant deliverables.
- Receipt of a valid invoice.
- Receipt of the required supporting documents.
- Completion of any compliance requirements specified by SELCO Foundation.

10. Application Process

Individuals, teams or agencies meeting the eligibility criteria should complete the application form and upload the required documents.

The application must include:

1. Complete technical proposal.
2. Understanding of the assignment.
3. Proposed approach and methodology.
4. Work plan and timeline.
5. Team composition and HR allocation.
6. Relevant portfolio.
7. References.
8. Itemised financial quotation.
9. Travel and logistical assumptions.
10. Proposed milestones.
11. Details of any subcontracting arrangement.

The financial proposal should clearly separate:

- Pre-production.
- Production.
- Equipment.
- Professional fees.
- Travel.
- Accommodation.
- Local logistics.
- Post-production.
- Translation and subtitling.
- Voiceover.



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- Graphics and animation.
- Taxes.

Incomplete applications or applications that do not directly address the scope of work may not be considered.

11. To Apply

Interested consultants, teams or organisations based in India and having relevant experience are requested to submit a detailed proposal explaining:

- Their understanding of the assignment.
- The methodology and process they propose to follow.
- The narrative and visual approach.
- The composition and experience of the proposed team.
- Timelines and milestones.
- A detailed budget with explanations and cost break-ups.
- Travel and logistical assumptions.
- Samples or references from comparable assignments.

Applications should be submitted through the following form:

Application Form: <https://forms.gle/37cjs32mWJraF4zv7>

Submission Deadline: 16th August 2026, 5:00 PM

For queries, write to:

Email: procurement@selcofoundation.org

Email Subject: “Photo and Video Documentation of Climate-Resilient Fisheries Interventions in Assam”

Financial Proposal Template: Budget Breakdown and HR Allocation

Applicants are requested to use the following format to provide a transparent breakdown of all costs associated with this assignment.



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The quotation should be inclusive of all costs necessary to complete the assignment, except where an exclusion is clearly stated.

Section A: Pre-Production and Foundational Work

Deliverable or Activity	Estimated HR Days	Key Personnel	Proposed Cost
Inception and programme-material review	[Applicant Input]	[Applicant Input]	[Applicant Input]
Narrative treatment and messaging framework	[Applicant Input]	[Applicant Input]	[Applicant Input]
Script development	[Applicant Input]	[Applicant Input]	[Applicant Input]
Storyboard development	[Applicant Input]	[Applicant Input]	[Applicant Input]
Interview framework and question development	[Applicant Input]	[Applicant Input]	[Applicant Input]
Site and production planning	[Applicant Input]	[Applicant Input]	[Applicant Input]
Consent, language and translation planning	[Applicant Input]	[Applicant Input]	[Applicant Input]
Production schedule and risk-management plan	[Applicant Input]	[Applicant Input]	[Applicant Input]
Total Pre-Production Cost			[Applicant Input]

Section B: Field Production

Applicants may provide either site-wise costs or a combined field-production cost with clear assumptions.

Site or Intervention	Photography Cost	Videography and Sound Cost	Equipment Cost	Local Production or Coordination Cost	Total
FRP Hatchery – Rangia	[Input]	[Input]	[Input]	[Input]	[Input]



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Biofloc – Hajo	[Input]	[Input]	[Input]	[Input]	[Input]
Nursery Aeration – Naduar	[Input]	[Input]	[Input]	[Input]	[Input]
Grow-Out Pond and Paddle Wheel – Naduar	[Input]	[Input]	[Input]	[Input]	[Input]
RAS – Hajo	[Input]	[Input]	[Input]	[Input]	[Input]
Fish Dryer – Laokhuwa	[Input]	[Input]	[Input]	[Input]	[Input]
Live-Fish Transport and Marketing – Sootea	[Input]	[Input]	[Input]	[Input]	[Input]
Drone Photography or Videography, if applicable	[Input]	[Input]	[Input]	[Input]	[Input]
Data Backup and Field Storage	[Input]	[Input]	[Input]	[Input]	[Input]
Total Field-Production Cost					[Applicant Input]

Section C: Post-Production

Deliverable	Estimated HR Days or Hours	Key Personnel	Proposed Cost
Revised storyboard and edit plan	[Applicant Input]	[Applicant Input]	[Applicant Input]
Editing of one 8–14-minute main film	[Applicant Input]	[Applicant Input]	[Applicant Input]
Editing of seven one-minute short videos	[Applicant Input]	[Applicant Input]	[Applicant Input]
Photograph selection and colour correction	[Applicant Input]	[Applicant Input]	[Applicant Input]
Photo captions and metadata	[Applicant Input]	[Applicant Input]	[Applicant Input]
Graphics and animation	[Applicant Input]	[Applicant Input]	[Applicant Input]
Voiceover recording	[Applicant Input]	[Applicant Input]	[Applicant Input]



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Translation	[Applicant Input]	[Applicant Input]	[Applicant Input]
English subtitling and subtitle files	[Applicant Input]	[Applicant Input]	[Applicant Input]
Music and licensed third-party assets	[Applicant Input]	[Applicant Input]	[Applicant Input]
Three rounds of video revisions	[Applicant Input]	[Applicant Input]	[Applicant Input]
Final mastering and exports	[Applicant Input]	[Applicant Input]	[Applicant Input]
Raw and editable file organisation and handover	[Applicant Input]	[Applicant Input]	[Applicant Input]
Total Post-Production Cost			[Applicant Input]

Section D: HR Allocation

Role or Personnel Title	Responsibilities	Total Time Allocation	Professional Fee
Project or Account Lead	Overall coordination, client communication, schedule and quality management	[Applicant Input]	[Applicant Input]
Director or Narrative Lead	Narrative treatment, script, interviews and creative direction	[Applicant Input]	[Applicant Input]
Director of Photography or Videographer	Field videography, lighting and visual quality	[Applicant Input]	[Applicant Input]
Photographer	Photographic documentation and image selection	[Applicant Input]	[Applicant Input]
Sound Recordist	Interview and location-sound recording	[Applicant Input]	[Applicant Input]
Drone Operator	Drone footage and related permissions, if applicable	[Applicant Input]	[Applicant Input]
Video Editor	Main film and short-video editing	[Applicant Input]	[Applicant Input]
Graphic Designer or Animator	Titles, graphics, maps and animation	[Applicant Input]	[Applicant Input]



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Translator or Language Reviewer	Translation and language accuracy	[Applicant Input]	[Applicant Input]
Subtitle or Caption Editor	Subtitles, captions and metadata	[Applicant Input]	[Applicant Input]
Production Assistant or Field Coordinator	Scheduling, releases, logistics and data management	[Applicant Input]	[Applicant Input]
Total HR Cost			[Applicant Input]

Applicants should ensure that HR costs are not counted twice if they are already included within activity-level costs in Sections A, B or C.

Section E: Travel and Logistics

Cost Head	Number of People or Units	Number of Days	Unit Cost	Total Cost
Travel to and from Assam	[Input]	[Input]	[Input]	[Input]
Inter-district transportation	[Input]	[Input]	[Input]	[Input]
Local transportation and site access	[Input]	[Input]	[Input]	[Input]
Accommodation	[Input]	[Input]	[Input]	[Input]
Meals or per diem	[Input]	[Input]	[Input]	[Input]
Equipment transport or excess baggage	[Input]	[Input]	[Input]	[Input]
Local production support	[Input]	[Input]	[Input]	[Input]
Permissions or location costs, if applicable	[Input]	[Input]	[Input]	[Input]
Contingency, with explanation	[Input]	[Input]	[Input]	[Input]
Total Travel and Logistics Cost				[Applicant Input]



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Section F: Total Contract Value

Description	Amount
A. Total Pre-Production Cost	[Applicant Input]
B. Total Field-Production Cost	[Applicant Input]
C. Total Post-Production Cost	[Applicant Input]
D. Total HR or Management Cost, where not already included	[Applicant Input]
E. Total Travel and Logistics Cost	[Applicant Input]
F. Contingency or Other Approved Costs	[Applicant Input]
Subtotal Before Taxes	[Applicant Input]
Applicable GST or Taxes	[Applicant Input]
Total Proposed Contract Value	[Applicant Input]

The applicant must clearly state:

- Whether GST is included or additional.
- The validity period of the quotation.
- Any exclusions.
- Any assumptions affecting the cost.
- Any costs dependent on the final number of sites or travel days.
- Whether drone permissions and charges are included.
- Whether translation, subtitling, voiceover, graphics, animation, music licences, storage devices and raw-file handover are included.

Terms and Conditions

The following standard terms should be reviewed and retained in the final procurement version using SELCO Foundation's approved legal wording.

1. Subcontracting

If the consultant requires the services of subcontractors to perform any obligation under the contract, the consultant must obtain prior written approval from SELCO Foundation.

Rejection or non-performance by a subcontractor will not entitle the consultant to claim delays or excuse non-performance. The consultant will remain solely responsible for all services, obligations and deliverables performed by its subcontractors.



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2. Quality Assurance

The consultant must ensure that all photographs, footage, audio, captions, subtitles, translations, metadata and other material submitted to SELCO Foundation are accurate, complete, reliable, relevant and technically usable.

The consultant must establish appropriate quality-control processes for:

- Verification of names and factual information.
- Review of translations and subtitles.
- Audio and video quality checks.
- Image-quality checks.
- File integrity.
- Data backup.
- Folder organisation.
- Final export review.

3. Financials and Reporting

TDS will be deducted in accordance with applicable income-tax laws and requirements.

The consultant must provide valid invoices, PAN details and other documentation required for processing payments.

Any higher deduction arising from an inoperative PAN, non-compliance with tax-return requirements or other applicable statutory provision will be governed by prevailing law and SELCO Foundation's approved financial procedures.

4. Indemnification

Both parties will indemnify and hold harmless their trustees, directors, representative officers, employees and agents from claims, demands, actions, losses, liabilities, charges, damages, costs and expenses arising from:

1. Activities undertaken by the parties in connection with the project.
2. Gross negligence or wilful misconduct.
3. Breach of an undertaking, covenant, representation or warranty.
4. Infringement of a third party's patent, trademark, copyright, trade secret or other intellectual-property right.



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The final wording will be governed by the agreement signed between the parties.

5. Patent, Copyright and Other Proprietary Rights

Except where otherwise agreed in writing, SELCO Foundation will be entitled to all intellectual-property and proprietary rights relating to products, processes, concepts, documents and materials developed, prepared or collected during the assignment.

All documents, reports, recommendations, photographs, footage, audio and other data compiled or received under the contract will be treated as confidential and delivered to authorised representatives of SELCO Foundation upon completion of the work.

The consultant must not disclose confidential or proprietary information to competitors or other external parties except where legally required or expressly authorised.

Dissemination or external use of material produced under the contract will require prior written approval from SELCO Foundation.

6. Publicity and Use of SELCO Foundation's Name and Logo

The consultant must not advertise or publicly state for commercial advantage that it has a contractual relationship with SELCO Foundation without prior written permission.

The name, emblem, logo or official seal of SELCO Foundation or SELCO may not be used in connection with the consultant's business or publicity without written approval.

7. Compliance with Applicable Laws

The consultant must comply with all applicable laws, regulations and statutory requirements while providing services under the agreement.

Child Labour

The consultant, its parent entities, partners, subcontractors and affiliated entities must not engage in practices inconsistent with the Child and Adolescent Labour (Prohibition and Regulation) Act and other applicable laws.



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Forced Labour

The consultant must not engage in forced or compulsory labour, including practices prohibited under the Bonded Labour System (Abolition) Act, 1976.

Labour Rights

The consultant must comply with applicable laws governing the rights, safety and working conditions of workers.

Working Hours, Wages and Benefits

Working hours, wages and benefits provided by the consultant to its staff and employees must comply with applicable labour and minimum-wage requirements.

Declaration of Blacklisting

The consultant must represent that it is not blacklisted, debarred or declared ineligible by any central, state, semi-government or public-sector organisation in India or abroad.

The consultant must inform SELCO Foundation if it is blacklisted or debarred after execution of the agreement.

8. Compliance with Anti-Bribery Laws

The consultant, including its directors, officers, employees and agents, must not directly or indirectly offer, promise, give, solicit or accept money, gifts, services or anything else of value with the intention of improperly influencing a person in a position of trust or obtaining an improper commercial or official advantage.

The consultant must comply with the Prevention of Corruption Act, 1988 and other applicable anti-bribery laws and report any actual or potential breach to SELCO Foundation.

9. Compliance with the Sexual Harassment of Women at Workplace Act

The consultant must comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.



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Where applicable, the consultant must maintain the required policy and Internal Committee and ensure that personnel deployed under the assignment have access to an appropriate complaints and redressal mechanism.

10. Termination

Either party may terminate the contract by giving seven days' written notice to the other party.

SELCO Foundation may terminate the contract immediately in the event of fraud, misconduct, breach of confidentiality, material non-performance or neglect of duties by the consultant.

Upon termination and settlement of approved fees and expenses due up to the termination date, the consultant must return or hand over all documents, photographs, footage, audio, data, equipment belonging to SELCO Foundation and other project material in its possession.

11. Force Majeure

Force majeure means an unforeseeable and unavoidable event beyond the reasonable control of a party, including a natural disaster, war, invasion, insurrection, terrorism or another comparable event.

The affected party must notify the other party in writing as soon as reasonably possible and provide full details of:

- The event.
- Its effect on contractual obligations.
- Expected delays.
- Likely additional expenditure.
- Proposed mitigation measures.

The unaffected party may grant a reasonable extension, suspend the contract or terminate it where performance becomes impossible.

12. Independent Contractor Relationship

The parties intend to establish an independent-contractor relationship.

Nothing in the contract will be interpreted as creating a partnership, joint venture, association or employment relationship between the parties.



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The consultant will retain control over the manner and means used to perform the assignment, subject to the agreed scope, schedule, quality requirements and policies of SELCO Foundation.

13. Settlement of Disputes

The parties will make reasonable efforts to settle amicably any dispute arising from the contract.

Where a dispute is not settled within 60 days of a written request for amicable settlement, either party may refer the matter to arbitration under the Arbitration and Conciliation Act, 1996.

The venue of arbitration and jurisdiction will be Bengaluru, Karnataka, unless otherwise agreed in the final contract.