



Terms of Reference (TOR)

DRE Assessment, System Sizing & Coordination Support for Common Facility Centres (CFCs)

Title	Project Consultant / Organization – DRE Assessment & Coordination Support for Common Facility Centres (CFCs)
Timeline	6 Months
Expected area of expertise	Energy assessment, solar system sizing, documentation, and field coordination
Apply Link	https://forms.gle/CTSsV4AzAAcRqmyh8
Last Date for Apply	16 th September, 2026 by 5 pm.

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. You can find more information about the SELCO Foundation on our website: <http://www.selcofoundation.org/>

1. Summary of the Project:

SELCO Foundation is looking to onboard a Consultant/Organization to support the assessment, documentation, and solar system sizing for 30 Common Facility Centres (CFCs) implemented by the government across Agri, animal husbandry, microbusiness, or other relevant livelihood sectors. The Consultant will also provide coordination support during implementation (carried out by a separate implementation vendor) and conduct a post-installation endline assessment.

This is a scoped, straightforward assignment focused on assessment, standard system sizing, coordination, and endline verification — it does not include design of the overall scheme, beneficiary long-listing, or ongoing monitoring & evaluation.

2. Goals and Objectives

The program's key objectives are:

- Assessing and documenting 30 Government-implemented CFCs
- Recommending standard solar system sizes/designs based on load requirements
- Coordinating with the implementation vendor and keeping CFC users updated through implementation

- Conducting a post-installation endline assessment

3. Scope of Work

Geographical project locations: Assam, Meghalaya, and Mizoram. Total CFCs targeted: 30.

Area	Detailed Tasks
Assessment & Documentation	• Conduct field assessments (including energy/load assessment) at 30 Government-implemented and operated CFCs across the identified geographies. - Long list will be shared by the SELCO Foundation. • Collect required documents from each CFC (ownership/authorization details, consent, and other information needed to support the solar system recommendation). • Prepare a CFC profile for each site covering sector (Agri, animal husbandry, microbusiness, or other relevant livelihood activity), equipment/machinery in use, and load requirements.
Solar System Sizing	• Based on the assessed load requirements, recommend a standard solar system size/design for each CFC. • Prepare a set of standardized system design options (by system size) that can be applied across the 30 CFCs. [OR] The consultant is expected to select the suitable solar system options from the readily available options as required in each sites in consultation with Selco foundation
Implementation Coordination Support	• Coordinate with the implementation vendor (a separate third party responsible for actual installation) to support end-to-end implementation at each CFC. • Keep CFC operators/users informed and updated throughout the implementation process (pre-, during, and post-installation). • (Note: the actual installation of the solar system is under the scope of a separate implementation vendor, not this Consultant. This Consultant's role is limited to coordination and user updates.)
Post-Installation Endline Assessment	• Conduct an endline assessment at each CFC after installation to verify system functioning and performance. • Share a consolidated endline assessment report covering all 30 CFCs.
Documentation & Reporting	• Maintain an Excel-based tracker covering the status of all 30 CFCs. • Share progress reports with SELCO Foundation as work progresses.

Note: Engagement of multiple agencies for this project, as per core expertise and preferred location, may also be considered.

4. Deliverables

The Consultant/Organization is expected to produce the following, based on the scope of work:

Deliverable	Required Number
CFC assessment, load profiling, and document collection	30 units
Standard solar system sizing/design recommendation per CFC	30 units
Coordination support through implementation (by third-party vendor)	30 units
Post-installation endline assessment report	1 consolidated report (covering all 30 CFCs)
CFC status tracker	Excel tracker

5. Requirements

Agency/Individual should have experience in or capacity for:

- Conducting field-based energy/load assessments and documentation.
- Solar system sizing and design recommendation based on load profiles.
- Coordinating with government departments, CFC operators, and third-party implementation vendors.
- Conducting post-installation assessments and reporting.
- Excellent written and verbal communication skills, especially for field coordination.
- Working presence across Assam, Meghalaya, and Mizoram for the duration of the agreement.

6. Selection Criteria

Evaluation Component	Criteria Focus	Weighting (%)	Required Evidence in Proposal
1. Technical understanding and methodology	Grasp of the CFC energy access problem across the identified facility types (canning, milling, processing etc.); soundness of the proposed approach to assessment, and documentation.	20%	Technical approach note; proposed assessment methodology; sample CFC profile format; approach to standardizing system sizing across diverse facility types.
2. Solar system sizing and engineering capability	Demonstrated experience in energy/load audits and solar PV system sizing for processing-type facility loads; ability to translate load data into standardized system design options.	25%	At least two comparable completed assignments with client references; sample system design/BoQ (redacted as needed); relevant certifications held.
3. Coordination and facilitation capability	Track record of coordinating with government departments, facility operators, and third-party implementation vendors; ability to manage a coordination-only role (no installation) without ambiguity on accountability.	15%	Evidence of prior facilitation/coordination assignments; proposed coordination and communication plan with the implementation vendor and CFC users.
4. Documentation and post-installation assessment capability	Capability to maintain structured trackers, collect consistent field documentation, and design/execute a post-installation endline assessment.	15%	Sample tracker/database format; proposed endline assessment methodology and reporting template.
5. Multi-state delivery capacity and team	Quality and availability of key personnel; genuine field presence across Assam, Meghalaya, Karnataka, Mizoram, and Odisha; regional language capability; credible plan to deliver across all five states within the assignment timeline.	15%	CVs with time allocation; team/coverage plan by state; office/field presence in each state; language capability of field staff.
6. Financial proposal and value for money	Completeness, realism, and transparency of costing; person-day rates; cost per CFC assessed and per CFC coordinated through implementation.	10%	Completed financial templates with HR-day breakdown and cost-per-CFC figures.
TOTAL		100%	

7. Submission Requirements

Interested agencies/consultants are requested to submit:

- A detailed proposal outlining approach, methodology, and timelines for each focus area.
- Team composition, roles, and CVs with relevant experience.
- Organizational profile.
- A financial quote with a breakdown of costs.
- Examples of similar past projects.

Please provide the proposal and quotation split by deliverables, with timelines and split costs wherever possible.

8. Timelines

The program implementation support period for the Consultant is from [Insert Start Month/Year] to [Insert End Month/Year].

9. Payment Terms

The payment will be released in three instalments including advance. The details are as follows:

Number of Installments	Details
1st Installment	20% of overall project cost released on signing of agreement.
2nd Installment	50% of project cost released after: • CFC assessment, load profiling, and document collection for all 30 CFCs • Standard solar system sizing/design recommendation for all 30 CFCs
3rd Installment	30% of project cost released after: • Coordination support provided through implementation across all 30 CFCs (independent of the implementation vendor's actual installation timeline) • Post-installation endline assessment report submitted

10. To Apply

Interested consultants, with relevant experience (please include samples and/or references of 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 process to be adopted for this project, including budgets (with break-ups and explanation), timelines, and milestones, and submit the same via <https://forms.gle/CTsV4AzAAcRqmyh8> on or before 16th September 2026 @ 5 pm. (Rolling Basis Evaluation)

Any further queries may be sent to procurement@selcofoundation.org with the subject line: "DRE Assessment & Coordination Support for CFCs (Interested State)"

Note: The application will be evaluated on a rolling basis.

<i>Deliverable (Part 1 & 4)</i>	<i>Estimated HR Days Required</i>	<i>Key Personnel (e.g., Narrative Lead, Strategy Director)</i>	<i>Proposed Cost (Lump Sum/Setup Fee)</i>

1.1 CFC assessment, load profiling, and document collection for all 30 CFCs 1.2 Standard solar system sizing/design recommendation for all 30 CFCs	<i>[Input]</i>	<i>[Input]</i>	<i>[Input]</i>
2.1 Coordination support provided through implementation across all 30 CFCs (independent of the implementation vendor's actual installation timeline)	<i>[Input]</i>	<i>[Input]</i>	<i>[Input]</i>
2.2 Post-installation endline assessment report submitted	<i>[Input]</i>	<i>[Input]</i>	<i>[Input]</i>
<i>TOTAL STRATEGIC SETUP COST</i>			<i>[Input]</i>

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

1. 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.
2. 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
3. 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.
4. 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:

- *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
- 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*.
- 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.

- 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.
- 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:

- 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.