Terms of Reference: Practitioner Knowledge Mapping Across Priority Livelihood Value Chains for Meghalaya and Southern Odisha

Title	Practitioner Knowledge Mapping Across Priority Livelihood Value Chains
Geography	Meghalaya and 6 Southern Districts of Odisha (Kalahandi, Rayagada, Gajapati, Koraput, Nabarangpur, Malkangiri)
Duration	6 (Six) months
Apply	https://forms.gle/zdjS7RvFdDqx99s4A
Last date to apply	21st November, 2026, 5 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 organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: http://www.selcofoundation.org/)

About this assignment

Under its Climate Responsive Livelihood (CRL) Programme, SELCO Foundation wants to learn from people who are already running successful livelihoods in Meghalaya + Southern Odisha. This assignment will document 200 champion farmers and practitioners across Eleven value chains: Rice, Turmeric, Honey, Piggery, Mushroom, Jackfruit, Pineapple, Bamboo, Food Processing, Fishery and Poultry, with 10-20 champions in each.

For every champion, the selected agency will visit their farm or livelihood, interview them, record audio and video, take photographs, and write a case study that includes Package of Practices, Innovation and the economics of the livelihood: what it costs, what it earns and how the business runs.

Scope of work

1. Identify the 100-200 champions (10-20 per value chain) jointly with the programme team. Champions can include successful entrepreneurs, progressive farmers, processors, FPOs, cooperatives, SHGs, traders and aggregators, technical experts, and technology innovators.
2. Visit each champion's farm, livelihood or processing unit and conduct an in-depth interview, with the participant's informed consent.
3. Record audio and video and take photographs at each visit.
4. Write a case study for each champion covering their livelihood journey, production and processing methods, input sourcing, costs, revenue, market linkages, challenges and innovations. Each case study must include the economics and enabling conditions of the livelihood. (The goal is to ensure

the champion end users knowledge can be accessed by others aspiring to innovate and improve livelihoods in similar contexts/ sectors)

5. Organize all recordings, photographs and case studies into one folder, with a simple index of the 100 champions and a short note on each champion's relevance and key insights.
6. Capture learnings and insights from the process and provide methodology to continue to scale the Champion voices capture to make the knowledge accessible for building further climate resilient livelihoods.

Deliverables:

No.	Deliverable	What it should include	Format	Tranches of Payment
1	Audio-visual recordings	Interview recordings and videos from all 100-200 champion visits	MP3 / MP4	20%
2	Photographs	Photos of each champion's farm, livelihood and work	JPG	20%
3	Case studies (100-200)	Description of each champion's livelihood journey, practices, challenges and innovations, including the economics of the livelihood: input costs, revenue, profits and market linkages	Word + PDF	20%
4	Organized folder and index	All recordings, photos and case studies in one folder, with a simple index (spreadsheet) listing each champion and a short note on relevance and key insights	Folder + spreadsheet	20%
5	Template and Methodology for scaling voice capture of champions (from the learnings through the programme)	All recordings, photos and case studies in one folder, with a simple index (spreadsheet) listing each champion and a short note on relevance and key insights	Document and simple deck (to train people anchoring champions voice capture in the future)	20%

Roles

The selected agency will:

- Identify and select the 100-200 Champions jointly with the programme team
- Plan and conduct all fieldwork: interviews, site visits, audio-visual recording and photographs, with informed consent from every participant
- Develop the case study for each champion
- Maintain the organized folder and index with complete, quality-checked records
- Incorporate the programme team's review feedback
- Field a team with the required research, documentation and local language skills

The programme team will:

- Support champion identification and facilitate introductions to communities and institutions
- Share programme documents and context needed for the assignment
- Review deliverables and provide consolidated feedback within agreed timelines
- Designate a point of contact for coordination and approvals

Selection Criteria

Criteria	What we look for	Weight
Methodology	A clear, strong approach and plan of work	20%
Value chain experience	Proven experience in agriculture and livelihood value chain research	20%
Interview experience	Proven experience in in-depth interviews, group discussions and community conversations	15%
Meghalaya and Southern Odisha context	Understanding of the Meghalaya context and ability to reach communities, practitioners and experts in the selected districts	15%
Team	Relevant qualifications, experience and roles of the proposed team	10%
Financial proposal	Covering travel, field work, staff costs, stay, administration and logistics	20%
Total		100%

SELCO Foundation may award the assignment to two or more entities, based on technical and financial evaluation, to ensure effective coverage of the project regions and requirements.

Budget

Include a cost breakdown in the financial proposal as per Deliverables.

How to apply

Interested consultants and organizations based in India, with relevant experience (please include samples or references of similar past work), should submit a proposal covering the approach, process, budget with break-ups and explanation, timelines and milestones through the Google Form: https://forms.gle/zdjS7RvFdDqx99s4A

For queries, write to procurement@selcofoundation.org with a subject line: "**Practitioner Knowledge Mapping Across Priority Livelihood Value Chains for Meghalaya and Southern Odisha"**

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.

i. 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

i. 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.

i. 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

i. 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*.

i. 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.

i. 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.

ii. 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.